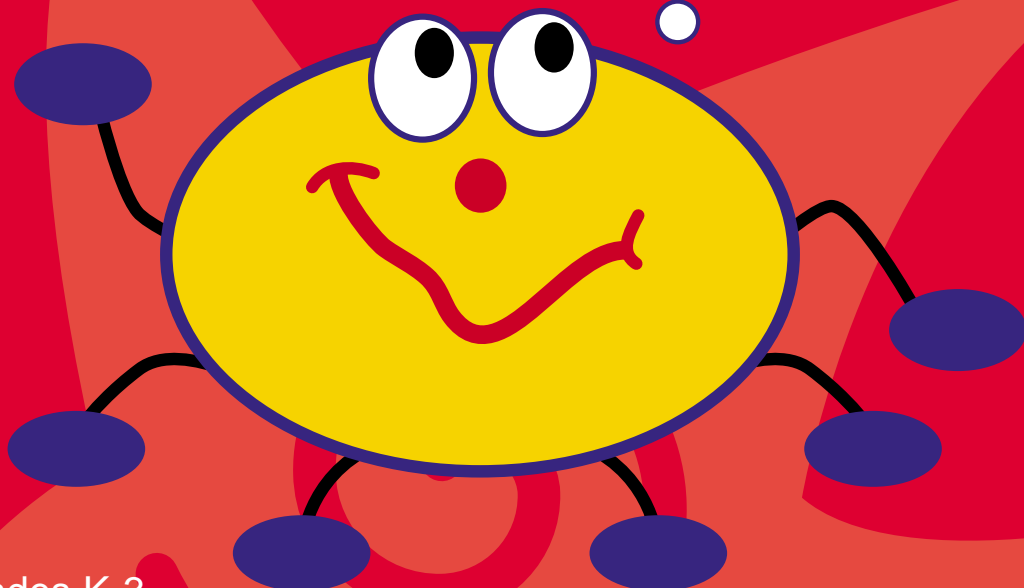




User's Guide

Build strong
thinking skills
with visual learning



Grades K-3

Credits

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Getting Started with Kidspiration

A visual learning tool for students K-3

Kidspiration™ helps K-3 students see, organize, and develop their great ideas. Using the proven principles of visual learning, kids build their confidence in creating stories, organizing information, understanding concepts and expressing and sharing their thoughts.

Picture view provides a simple, friendly interface that lets kids use symbols to represent ideas and concepts. The Kidspiration symbol libraries offer more than 1,200 images designed specifically for kids in kindergarten through third grade. Symbols make it simple to create and use graphical organizers, webs, concept maps and other visual learning diagrams.

Writing view integrates with Picture view to help students connect their visual thoughts with words. From the thought webs and maps they create in Picture view, students can expand their ideas into written thoughts.

Audio gives students the chance to hear their work read aloud or even record their own words. All menus, buttons, and text in Kidspiration are supported by audio so emerging readers can use the product by themselves.

Over 45 student activities designed to K-3 standards make getting started with Kidspiration in your classroom a snap. Activities focus on reading and writing, science, social studies, and more. You can also create your own activities using the Activity Wizard, which steps you through the process of creating a new activity or modifying an existing activity.

This User's Guide is a complete reference to using Kidspiration successfully in your classroom. The information in this User's Guide is also available in the online Help system.

View or print the Kidspiration User's Guide on the CD-ROM

So you can print additional copies of this User's Guide, an Acrobat file named User's Guide.PDF is included in the User's Guide folder on the Kidspiration CD-ROM.

To view or print the guide:

- 1 Install Acrobat Reader if necessary (see below).
- 2 Insert the Kidspiration CD-ROM into your CD-ROM drive.
- 3 Double-click the **User's Guide** folder on the CD-ROM to open it, and then double-click **User's Guide.PDF** to view or print the guide.

To install Acrobat Reader:

- 1 Close all programs including screen saver and anti-virus programs.
- 2 Insert the Kidspiration CD-ROM into your CD-ROM drive.
- 3 Double-click the **User's Guide** folder on the CD-ROM to open it, and then double-click the **Reader Installer** icon (Macintosh®) or **Acrobat.exe** icon (Windows®). Follow the instructions on the screen.

Technical support

If you have comments, questions or need help using Kidspiration, contact Inspiration Software Technical Support by telephone, fax or e-mail. When you contact us, please be ready to provide the serial number for your software.

Telephone	(503) 297-3004 Monday–Friday 8 a.m. to 5 p.m. Pacific Time
Fax	(503) 297-4676
E-mail	techsupport@inspiration.com

Hardware and software requirements

Kidspiration requires certain hardware and software components to run. To use Kidspiration, you need:

Macintosh computers

- ◆ Macintosh or Power Macintosh
- ◆ System 7.1, 8.0, 9.0 or later Macintosh operating system
- ◆ 5 MB of available hard disk space; 30 MB for full install that includes all symbol libraries
- ◆ 2 MB of memory (RAM)
- ◆ 640 x 480, 256-color display or higher
- ◆ CD-ROM drive for installation

Optional hardware and software for Macintosh computers

- ◆ Internet account and Web browser to use the Internet features
- ◆ Macintosh-compatible printer
- ◆ Microphone to use the audio features

Computers running Windows

- ◆ 486 processor or higher
- ◆ Windows 95, Windows 98, Windows 2000, Windows ME or Windows NT® 4.0
- ◆ 5 MB of available hard disk space; 20 MB for full install that includes all symbol libraries
- ◆ 8 MB of memory (RAM)
- ◆ 640 x 480, 256-color display or higher
- ◆ CD-ROM drive for installation

Optional hardware and software for computers running Windows

- ◆ Internet account and Web browser to use the Internet features
- ◆ Windows-compatible printer
- ◆ Soundcard and speakers
- ◆ Microphone to use the audio features

Install Kidspiration

Macintosh installation

- 1 Close all programs including screen saver and anti-virus programs.
- 2 Insert the Kidspiration CD-ROM into your CD-ROM drive.
- 3 Double-click the icon for your CD-ROM drive, and then double-click the **Kidspiration Install** icon to install Kidspiration.

If necessary, the installer will ask to add the required text-to-speech software to your computer. Click **OK** to install. After updating the computer's system software, your computer will restart and automatically continue the Kidspiration installation.

- 4 On the drop-down menu, select **Easy Install** or **Custom Install**:
 - ◆ Select **Easy Install** to install the full Kidspiration program, including symbols, activities, examples, and online Help.
—or—
 - ◆ Select **Custom Install** to selectively install Kidspiration program components. Choose this option if you have limited hard disk space and you do not want to install the full Kidspiration program.
- 5 Click **Quit** when installation is complete.
- 6 Kidspiration starts automatically. To register your copy of Kidspiration, follow the instructions on the screen.

Windows installation

- 1 Close all programs including screen saver and anti-virus programs.
- 2 Insert the Kidspiration CD-ROM into your CD-ROM drive.
- 3 Double-click **My Computer**, and then double-click the icon for your CD-ROM drive.
- 4 Double-click the **Install.exe** icon to install Kidspiration.

If necessary, the installer will ask to add the required text-to-speech software to your computer. Click **OK** to install. After updating the computer's system software, your computer will restart and automatically continue the Kidspiration installation.

- 5 Select **Easy Install** or **Custom Install**:
 - ◆ Select **Easy Install** to install the full Kidspiration program, including symbols, activities, examples, and online Help.
—or—
 - ◆ Select **Custom Install** to selectively install Kidspiration program components. Choose this option if you have limited hard disk space and you do not want to install the full Kidspiration program.
- 6 Click **Quit** when installation is complete.
- 7 Kidspiration starts automatically. To register your copy of Kidspiration, follow the instructions on the screen.

Network installation

Refer to the network installation instructions provided with your volume license. Volume licenses are available from Inspiration Software, Inc. For more information, call (503) 297-3004.

Register Kidspiration

When you register you are entitled to special benefits, including:

- ◆ Telephone, fax, and e-mail technical support
- ◆ Discounts on Kidspiration upgrades
- ◆ Tips on using Kidspiration
- ◆ Information about new products and product updates
- ◆ Inspiration Software newsletter

If you purchased a single copy of Kidspiration, there are two ways to register:

- ◆ Online—after you install the program, simply follow the instructions on the screen.

—or—

- ◆ By mail—send in the printed registration card provided.

To register a volume license, please send in the printed license agreement.

Remove Kidspiration

Macintosh

- ◆ Drag the Kidspiration folder to the **Trash**, and then empty the **Trash**.

Windows

- 1 Click the **Start** button, point to **Settings**, and then click **Control Panel**.
- 2 Double-click **Add/Remove Programs**.
- 3 Select Kidspiration in the list box, and then click **Add/Remove**.

Start and close Kidspiration

Start Kidspiration

Macintosh

- ◆ Open the **Kidspiration** folder, and then double-click the **Kidspiration** icon.



Windows

- ◆ Click the **Start** button, point to **Programs**, and then click **Kidspiration**.

Close Kidspiration

- ◆ On the **File** menu, click **Quit** (Macintosh) or **Exit** (Windows).

About the Kidspiration views

About Picture view

In Picture view (see next page), Kidspiration gives you many different tools to map, organize, and display ideas visually.

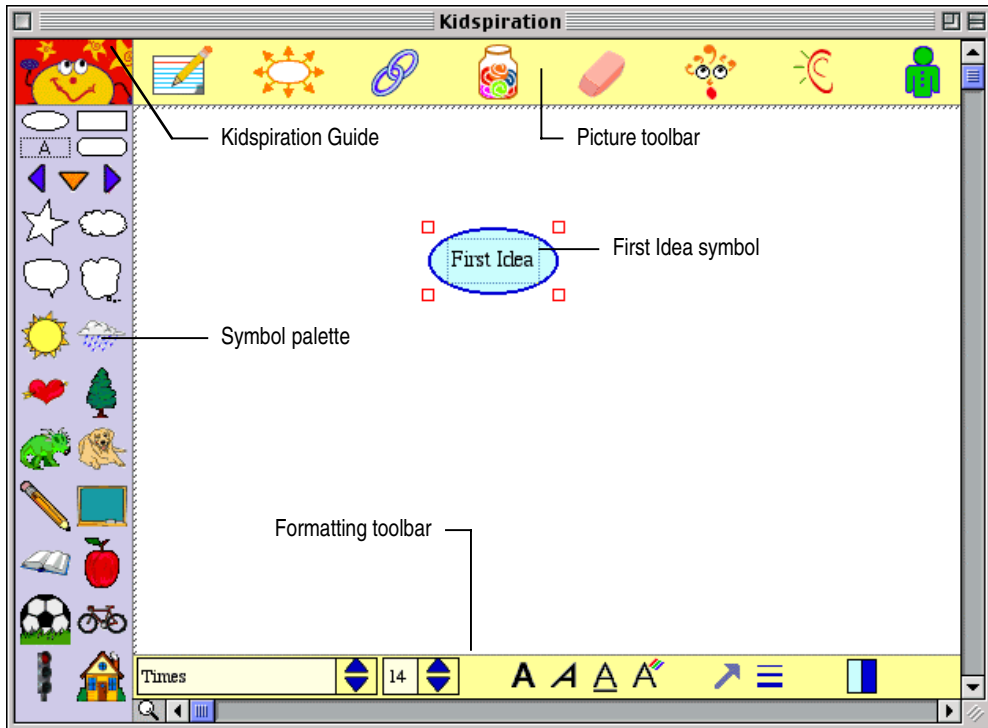
The buttons on the **Picture toolbar** provide easy access to the key features of the program. Point at a button on the toolbar to see and hear a brief description of the button's purpose. Click a button to carry out the function.

The **Symbol palette** includes hundreds of symbols that you can use to show your ideas visually. Point at a symbol to see a magnified preview. To place a symbol on your diagram, drag the symbol from the Symbol palette.

The **First Idea** symbol provides a starting point for your diagram. Type text into the First Idea symbol or change it to a symbol that represents your idea.

Use the tools on the **Formatting toolbar** to change the look of the text, symbols, and links on your diagram.

To return to the Kidspiration Starter at any time, click the **Kidspiration Guide**. You will be prompted to save the open project.



Toolbar buttons in Picture view

Click this button...

...to do this



Go to Writing view.



Add a connected or unconnected symbol to your diagram.



Link symbols on your diagram.



Add a SuperGrouper™ category to your diagram or change a SuperGrouper shape.



Clear the current selection (symbol, link, SuperGrouper category or text) from your diagram.



Undo the last change that you made.



Turn on the Listen tool. Click a symbol, link or SuperGrouper category to hear the computer read the text in the selection.






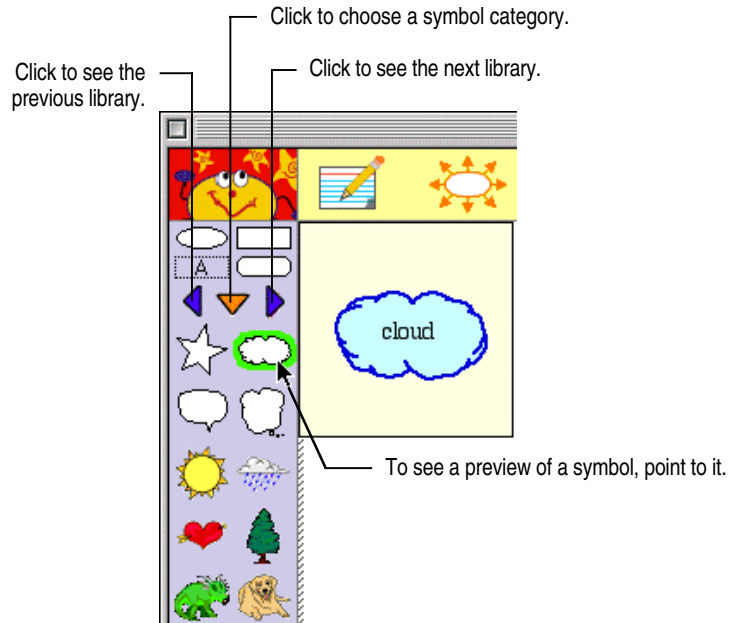
Print your name and additional classroom information at the top of the page.

The Symbol palette

Kidspiration has over 1,200 symbols to choose from. The symbols are organized into libraries to help you find the symbol that you want.

To choose a symbol on the Symbol palette:

- 1 Click the **Pick Library** button , and then click the category of symbols that you want to view, for example “School.”
- 2 Click the **Next Library** buttons   to move between the symbol libraries.



Formatting toolbar in Picture view

When you change the look of a symbol or link, the change you make applies not only to that symbol, but also to new symbols and links that you add to your diagram from that point on. For example, if you select a basic symbol shape such as an oval or rectangle, and you change its colors to yellow and black, any basic symbols that you add to your diagram will also be yellow and black. New symbols and links are not affected by changes to *selected* text within symbols and links.

Click this button...



...to do this

Change the font of the selected text, symbol or link.

Change the text size of the selected text, symbol or link.

Apply bold formatting to the selected text, symbol or link.

Apply italic formatting to the selected text, symbol or link.

Underline the words in the selected text, symbol, or link.

Change the color of the words in the selected symbol or link.

Change the arrowhead style for the selected link.

Change the line thickness of the selected symbol or link.

Change the colors of the selected symbol.
Note...The colors that appear on the Formatting toolbar are the colors in the selected symbol.

About Writing view

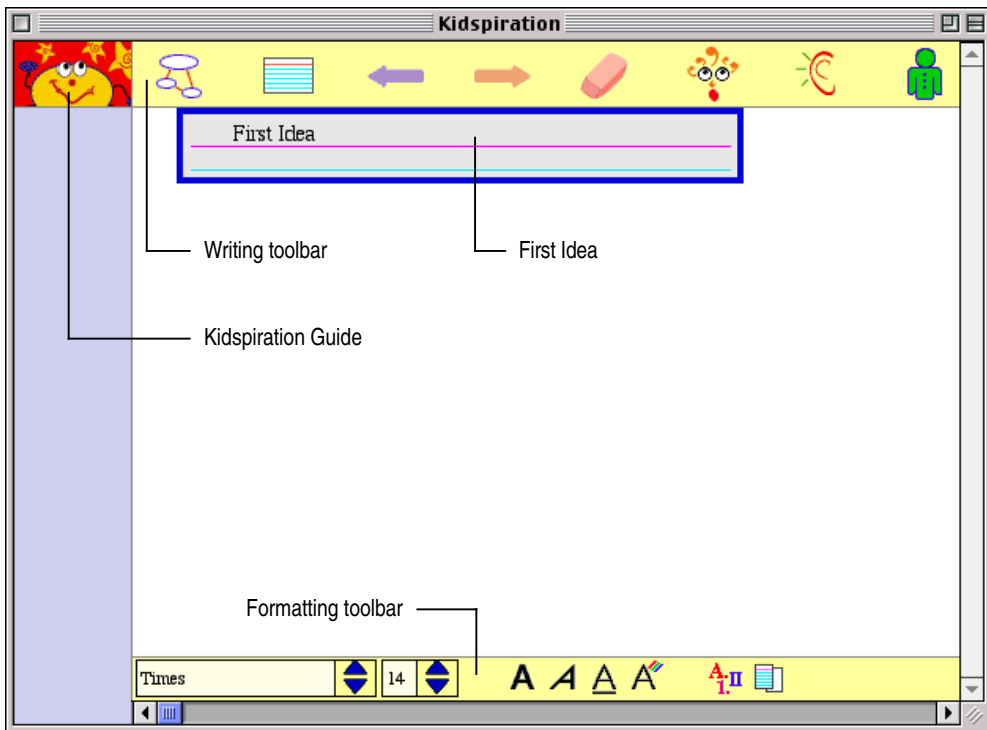
In Writing view, Kidspiration gives you many different tools for organizing and expanding your ideas in writing.

The buttons on the **Writing toolbar** provide easy access to Kidspiration features. Point at a button on the toolbar to see and hear a brief description of the button's purpose. Click a button to carry out the function.

The **First Idea** provides a starting point for your writing. Type an idea in the First Idea and go from there.

Use the tools on the **Formatting toolbar** to change the look of the text and the page.

To return to the Kidspiration Starter at any time, click the **Kidspiration Guide**. You will be prompted to save the open project.



Toolbar buttons in Writing view

Click this button...

...to do this



Go to Picture view.



Add an idea to your project.



Move the selected idea up a level in the hierarchy.



Move the selected idea down a level in the hierarchy.



Clear the selected text or idea from your project.



Undo the last change that you made.



Turn on the Listen tool. Click an idea to hear the computer read it.



Print your name and additional classroom information at the top of the page or add page numbers to the bottom of the page.

Formatting toolbar in Writing view

When you change the look of an idea, the change you make applies to new ideas that you add to your writing project. For example, if you select an idea, and change its text color to green, any ideas that you add to your writing project will also have green text. New ideas are not affected by changes to *selected* text within an idea.

Click this button...



...to do this

Choose the font of the selected text or idea.

Choose the font size of the selected text or idea.

Make the words in the selected text or idea bold.

Make the words in the selected text or idea italic.

Underline the words in the selected text or idea.

Change the color of the words in the selected text or idea.

Change the prefix style.

Show or hide the lined paper.

Learning Kidspiration, A Tutorial

This section of the User's Guide is a tutorial that introduces basic Kidspiration diagram and writing tools.

In Picture view, you use symbols to show your ideas. You use links or SuperGrouper categories to show how these ideas flow and connect. Writing view integrates with Picture view to connect your visual ideas with words. From thought webs and maps, you can expand your ideas into written expression.

In the first lesson, you will create a diagram using symbols, words, and links. In the second lesson, you will work with the ideas you started as a diagram in writing. In the third lesson, you will create two SuperGrouper categories and use them to categorize ideas. In the fourth lesson, you will print and close your project. The tutorial takes about 20 minutes from start to finish.

When you are finished with the tutorial, you will be ready to create your own diagrams and writing projects using Kidspiration.

Lesson 1: Create a diagram in Picture view

In this lesson you will create a diagram called “All About Me” using symbols, words, and links. You will learn to do the following:

- ◆ Start Kidspiration
- ◆ Start a new diagram
- ◆ Save your work
- ◆ Add symbols to your diagram
- ◆ Use the Symbol palette
- ◆ Move symbols
- ◆ Connect symbols using links
- ◆ Listen to the ideas in your diagram
- ◆ Record your own words or sounds
- ◆ Switch to Writing view

Start Kidspiration

Macintosh

- ◆ Open the Kidspiration folder, and then double-click the Kidspiration icon. The Kidspiration Starter opens.



— To start Kidspiration, click the Kidspiration icon.

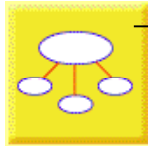
Windows

- ◆ Click the **Start** button, point to **Programs**, and then click **Kidspiration**. The Kidspiration starter opens.

The Kidspiration Starter is the place where you can start new projects, open existing projects, and use the many different Kidspiration activities. We'll begin by starting a new diagram.

Start a new diagram

- 1 To start a new diagram, click the **Picture** button.



To start a new diagram, click the Picture button.

- 2 The First Idea provides a starting point for your work. In the *First Idea* symbol, type **All About Me**. Your diagram should look like this:



To add text to a symbol, select the symbol, and then type.

Save your work

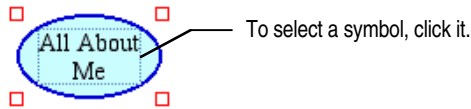
You should save your work often so you don't lose any changes if the computer quits unexpectedly. The first time you save, you type a name for your project.

- 1 On the **File** menu, click **Save**.
- 2 In the folder list, select the folder where you want to save the project.
- 3 Type a name for the project, and then click **Save**.

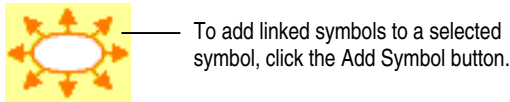
Kidspiration suggests a name based on your First Idea, but you can use a different name.

Add symbols to your diagram

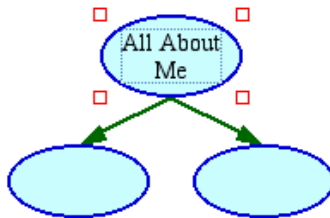
- 1 Click the *All About Me* symbol to select it.



- 2 To add two symbols that are connected to the *All About Me* symbol, click the **Add Symbol** button twice.



Now, your diagram should look like this:



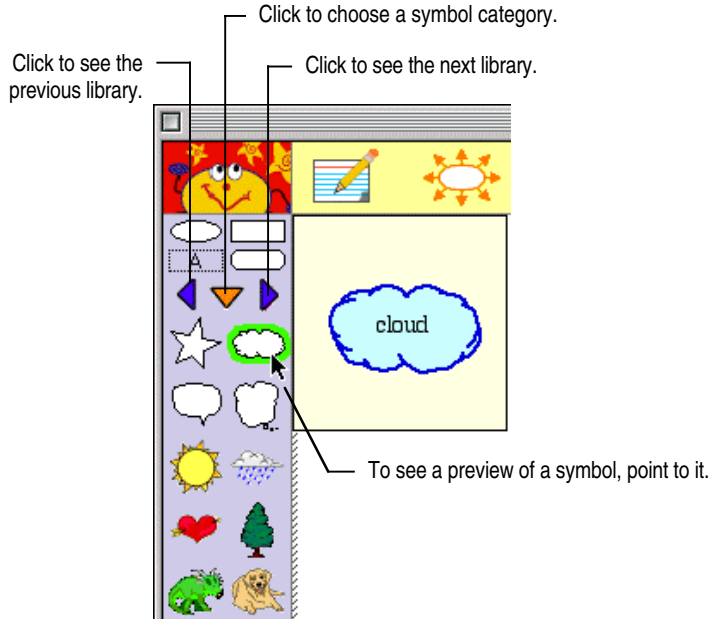
- 3 Click one of the new symbols to select it, and then type the word **pets**.
- 4 Click the other symbol to select it, and then type the word **sports**.





Your diagram should look like this:



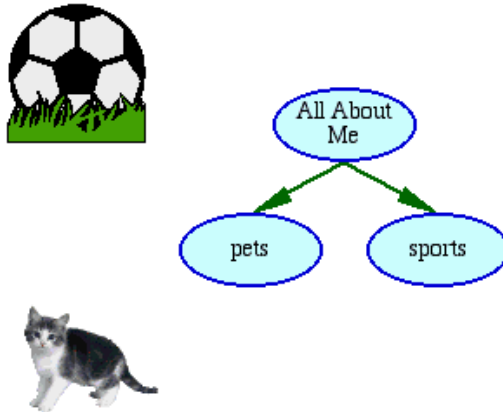
Use the Symbol palette

Now, let's use the Symbol palette to add more symbols to your diagram. The Symbol palette has hundreds of symbols that you can use to show your ideas. Here's the Symbol palette:



- 1 On the Symbol palette, click the **Pick Library** button , and then click **Animals and Plants**.
- 2 Click the **Next Library** button  until you see the **kitten** symbol, and then drag the **kitten** symbol onto your diagram.
- 3 On the Symbol palette, click the **Pick Library** button , and then click **School**.
- 4 Click the **Next Library** button  until you see the symbol library that has the **soccer** symbol.
- 5 Drag the **soccer** symbol onto your diagram.

Now, your diagram looks something like this:



Move symbols

- ◆ In Kidspiration you can always move symbols. When you do, any links will be automatically adjusted. Move the *kitten* symbol and the *soccer* symbol so your diagram looks like the one below. To move a symbol, select it, and then drag it to the new location.



Connect symbols using links

Now, we are going to use a link to connect the *pets* symbol to the *kitten* symbol. And, we are going to connect the *sports* symbol to the *soccer* symbol.

- 1 Click the *pets* symbol to select it.
- 2 Click the **Link Symbols** button to turn it on.



— To link symbols in a diagram,
click the Link Symbols button.

- 3 Click the *kitten* symbol to create a link to it.
- 4 Click the *sports* symbol to select it.
- 5 Click the *soccer* symbol to create a link to it.
- 6 Click the **Link Symbols** button to turn it off.

Now your diagram looks like this:



Listen to the ideas in your diagram

You can use the computer to read the ideas in your diagram.

- 1 To turn on the Listen tool, click the **Listen** button.



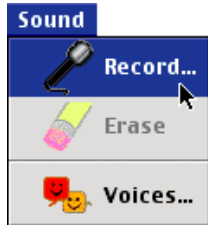
To listen to the ideas in your diagram, click the Listen button.

- 2 To hear the computer read an idea in your diagram, click the *pets* symbol.
- 3 Now, click the *sports* symbol to read the word.
- 4 To turn off the Listen tool, click the **Listen** button again.

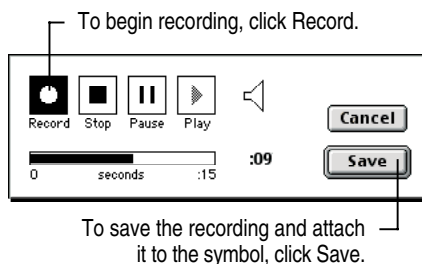
Record your own words or sounds


To support emerging readers, you can record words or sounds and attach them to a symbol. Let's record a sentence and attach it to the *kitten* symbol.

- 1 Click the *kitten* symbol to select it.
- 2 On the **Sound** menu, click **Record**.



- 3 To begin recording, click the **Record** button.



- 4 Say **My kitten's name is Mr. Jones**. When you are finished recording the sound, click **Save**.
- 6 To play the recording, click the speaker  in the upper right corner of the *kitten* symbol.

Clear part of your diagram

Here's a quick way to clear a part of your diagram.

- 1 Drag the *surfing* symbol onto your diagram. It will be selected.
- 2 To erase the symbol, click the **Clear** button.



To clear a part of your diagram, click the Clear button.

Fix a mistake

Here's a quick way to fix something you didn't mean to do.

- ◆ To undo what you just did, click the **Undo** button.



To undo what you just did, click the Undo button.

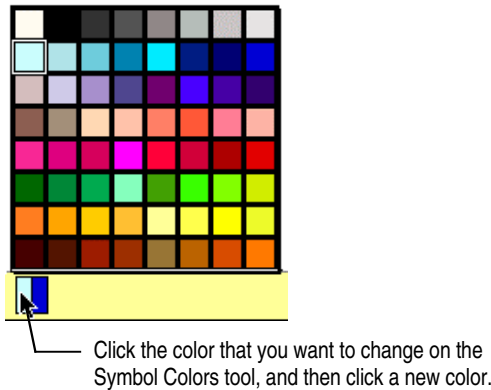
Change the look of symbols using color

You can use color to customize the look of your symbols. You can change the colors of two-color symbols and multicolor symbols. Let's change the colors of the *pets* symbol, and then change the colors of the *soccer* symbol.

- 1 Click the *pets* symbol to select it.

The Symbol Colors tool appears on the Formatting toolbar.

- 2 On the **Symbol Colors** tool, click the color that you want to change, and then click a new color on the color menu.



Click the color that you want to change on the Symbol Colors tool, and then click a new color.

- 3 Click the *soccer* symbol to select it.

You can change any color that appears in a multicolor symbol.

- 4 On the Symbol Colors tool, click the color that you want to change, and then click a new color on the color menu.

Save your work

Remember to save your work!

- 1 To save your work, click **Save** on the **File** menu.
- 2 In the Save dialog box, click **Save**.

Each time you save you are prompted to replace the existing file. Click **Replace** to save your file.

Lesson 2: Work with ideas in Writing view

In this lesson you will open the diagram you created in the previous lesson and work with it in Writing view. You will learn to do the following:

- ◆ Switch to Writing view
- ◆ Add ideas
- ◆ Move an idea
- ◆ Add details to an idea
- ◆ Change the look of ideas using the Formatting toolbar
- ◆ Change the prefix style
- ◆ Switch to Picture view

Switch to Writing view

While you've been working in Picture view, Kidspiration has been building a written project using the ideas in your diagram.

- ◆ To view your diagram in Writing view, click the **Go to Writing** button.



To view your picture in writing,
click the Go to Writing button.

In Writing view, the ideas in your diagram are organized from top to bottom with your first idea—All About Me—at the top.



The *kitten* and *soccer* words have been added automatically by the Picture-to-Topic option, which helps emerging readers and writers make connections between symbols and words. For more information about the Picture-to-Topic option, see “Use the ideas in a diagram to begin writing” in “Working in Writing View” later in this guide. Sounds recorded in Picture view are also available in Writing view.

Add an idea

Now we are going to add an idea to your writing project.

- 1 Click the *All About Me* idea to select it.
- 2 To add the new idea, click the **Add Idea** button.



To add a new idea to a writing project, click the Add Idea button.

- 3 Type the word **family** in the new idea.

This is what your project looks like now:



All About Me

sports

soccer

pets


kitten

family

Move an idea

Now we want to move the *family* idea up so it is just below the *All About Me* idea.

- ◆ Drag the *family* idea up so it is located below the *All About Me* idea.

To move an idea, click the left side of the idea. When the grabber hand  appears, drag the idea to the new location.



To move an idea, select it, and then drag it to the new location.

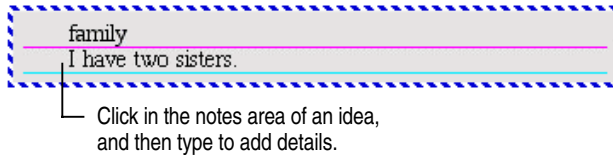
This is what your writing project looks like now:



Add details to an idea


Notes are a great way to add more information about an idea. You can add as many lines of notes as you wish.

- 1 Click below the top line in the *family* idea to add details.
- 2 Type **I have two sisters.**



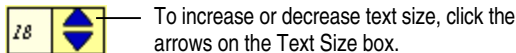
Change the look of ideas using the Formatting tools

You can change the look of ideas using color, font, and text size. We are going to change the color, font, and text size of the *All About Me* idea.

- 1 Click the *All About Me* idea to select it.
- 2 To change the color of the text, click the **Text Color** button , and then click a color that you like.
- 3 Click the arrows on the **Font** box until you see a font that you like.




- 4 To increase the text size, click the up arrow on the **Text Size** box to increase the text size to 18.



Change the prefix style

For advanced students, Writing view can be used as an outliner. The prefix style is the type of letters, numbers, or bullets that mark each idea in a writing project. Let's change the prefix style to Letters and Numbers.

- ◆ On the Formatting toolbar, click the **Prefix** button  until the *All About Me* idea is preceded by the letter “A”, and the second-level ideas are preceded by a number. This is what your writing project looks like now.

A. *All About Me*

1. family
I have two sisters.

2. sports

a. soccer

3. pets

a. kitten



Switch to Picture view

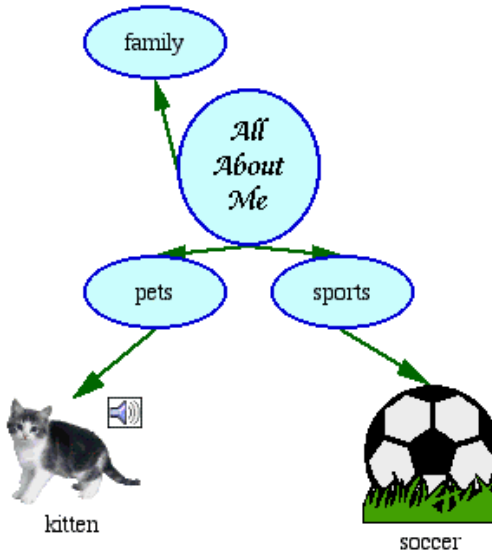
While you've been working in Writing view, Kidspiration has been adding symbols to your diagram to represent the ideas you added in Writing view.

- ◆ To view your writing project in Picture view, click the **Go to Pictures** button.



To view a writing project in Picture view, click the Go to Pictures button.

This is what your diagram looks like now:



Close your project and return to the Kidspiration Starter

- ◆ To close your project and return to the Kidspiration Starter, click the Kidspiration Guide.



To return to the Kidspiration Starter, click the Kidspiration Guide.

When you return to the Kidspiration Starter, you are prompted to save the open project.

Lesson 3: Categorize ideas using the SuperGrouper tool

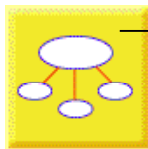
In Kidspiration there are two basic ways to organize ideas in Picture view—links and SuperGrouper categories. We’ve already seen how links work. Let’s take a look at the SuperGrouper tool.

Categorizing and sorting are important skills for K-3 students, and the SuperGrouper tool makes these activities easy and fun. In many cases, teachers will find it most effective to create the SuperGrouper categories as part of an activity and let students simply arrange ideas into the respective category. In this lesson, you will learn to do the following:

- ◆ Start a new diagram
- ◆ Add a SuperGrouper category
- ◆ Add a title to a SuperGrouper category
- ◆ Change the size of a SuperGrouper category
- ◆ Change the colors of a SuperGrouper category
- ◆ Add symbols to a SuperGrouper category
- ◆ Remove a symbol from a SuperGrouper category
- ◆ View a SuperGrouper diagram in Writing view

Start a new diagram

- 1 To start a new diagram, click the **Picture** button.



To start a new diagram,
click the Picture button.

A new diagram opens with the *First Idea* symbol selected.

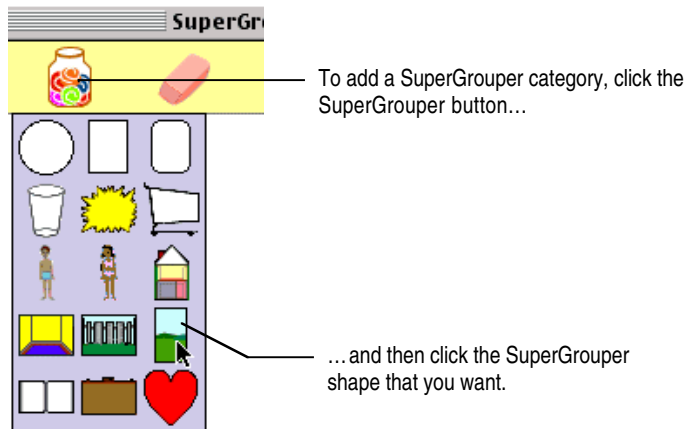
Save your work

The first time you save, you type a name for your project.

- 1 On the **File** menu, click **Save**.
- 2 In the folder list, select the folder where you want to save the project.
- 3 Type a name for the project, and then click **Save**.

Add a SuperGrouper category

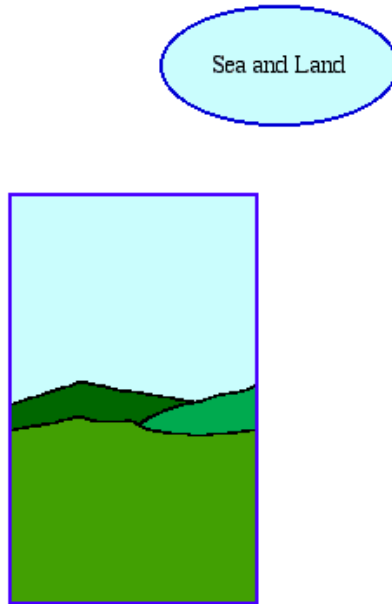
- 1 On the Picture toolbar, click the **SuperGrouper** button, and then click the **outside** SuperGrouper shape to add it to your diagram.



The new SuperGrouper category automatically contains any selected symbols—in this example, the *First Idea* symbol—on the diagram.

- 2 To create a title for the diagram, drag the *First Idea* symbol to the top of the page and type the words **Sea and Land** inside the symbol.

Now your diagram looks like this:



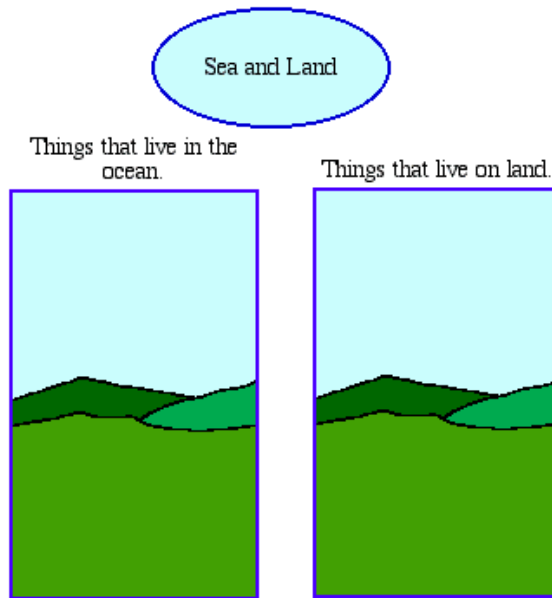
- 2 Click the background of the diagram so the first SuperGrouper category is not selected.
- 3 Add a second SuperGrouper category to your diagram just like the first one so you have two outside SuperGrouper shapes side by side.
- 4 Adjust the position of each SuperGrouper category by dragging it.

Add a title to a SuperGrouper category

Now, let's add a title to each SuperGrouper category.

- 1 To add a title to the first SuperGrouper category, select it, and then type **Things that live in the ocean.**
- 2 Now add a title to the second SuperGrouper category. Select the second SuperGrouper category, and then type **Things that live on land.**

Now your diagram looks like this:



Change the size of a SuperGrouper category

Now, let's increase the size of the *Things that live in the ocean* SuperGrouper category so the title fits better across the top.

- ◆ To resize a SuperGrouper category proportionally, select it, and then drag the lower right resize handle until the SuperGrouper category is the size that you want. Use the marquee—the dotted outline—which appears to get the size that you want.

Change the colors of a SuperGrouper category

Now let's change the green colors of the *Things that live in the ocean* SuperGrouper category to shades of blue to go with the title.

- 1 Select the *Things that live in the ocean* SuperGrouper category.

The Symbol Colors tool appears on the Formatting toolbar. On the **Symbol Colors** tool, click the color that you want to change, and then click a new color on the color menu.





On the Symbol Colors tool, click the color that you want to change, and then click a new color on the color menu.

- 2 Change the green colors in the SuperGrouper category to shades of blue that are darker than the light blue sky.

Add symbols to a SuperGrouper category

Now, we are ready to add symbols to each SuperGrouper category. The easiest way to do this is to drag symbols from the Symbol palette.


- 1 Click the **Pick Library**  button, and then click **Animals and Plants**.
- 2 Click the **Next Library** button  until you see a library that contains sea creature symbols.
- 3 Drag the **dolphin** symbol to the *Things that live in the ocean* SuperGrouper category.
- 4 Drag the **stingray** symbol to the SuperGrouper category.
- 5 Drag the **starfish** symbol to the SuperGrouper category.

Now, the *Things that live in the ocean* SuperGrouper category looks something like this:

Things that live in the ocean.



Now let's add symbols to *The things that live on land* SuperGrouper category.

- 1 Click the **Next Library** button  until you see the library that contains farm animals.
- 2 Drag the **horse** symbol to the SuperGrouper category.
- 3 Drag the **chicken** symbol to the SuperGrouper category.
- 4 Drag the **pig** symbol to the SuperGrouper category.

Now, your diagram looks something like this:

Things that live in the ocean.



Things that live on land.



Remove a symbol from a SuperGrouper category

- ◆ To remove a symbol from a SuperGrouper category, drag the symbol to another location.

—or—

To delete the symbol, select it, and then click the **Clear** button.



To delete a symbol from a SuperGrouper category, select the symbol, and then click the Clear button.

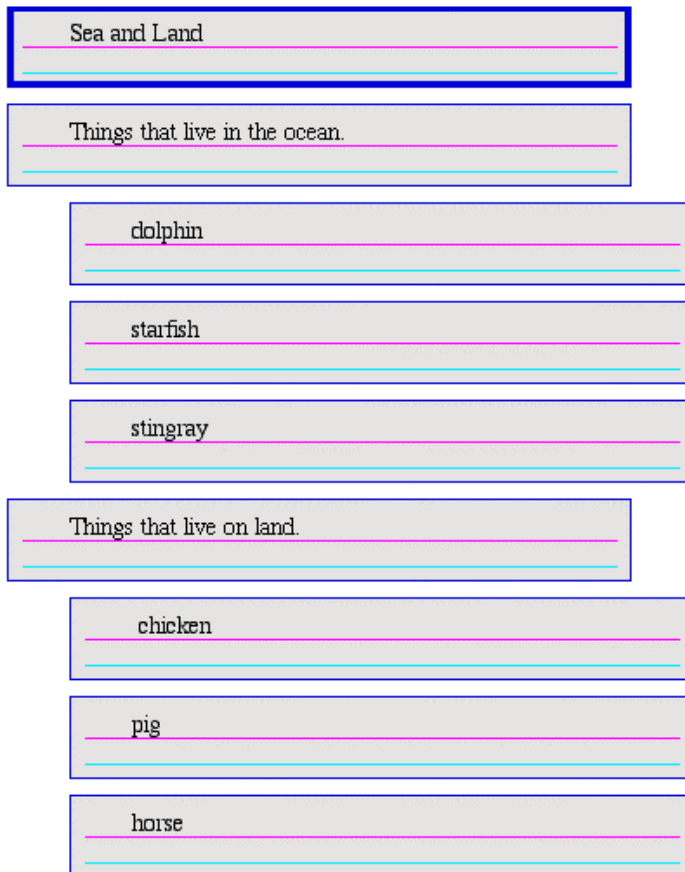
View a SuperGrouper diagram in Writing view

- ◆ To view the SuperGrouper categories in Writing view, click the **Go to Writing** button.



To view a SuperGrouper diagram in Writing view, click the Go to Writing button.

This is what the SuperGrouper categories look like in Writing view:



Sea and Land

Things that live in the ocean.

dolphin

starfish

stingray

Things that live on land.

chicken

pig

horse

The titles of the SuperGrouper categories assume a top-level position, and the symbols that each SuperGrouper category contains are supporting ideas. Any changes you make here will be reflected in Picture view.

Lesson 4: Print your work and close your project

In this lesson, you will return to Picture view and print your project. You will learn how to do the following:

- ◆ Switch to Picture view
- ◆ Add your name to the top of the page for printing
- ◆ Print your work
- ◆ Close your document

Switch to Picture view

- ◆ To view the SuperGrouper categories in Picture view, click the **Go to Pictures** button.



To view a writing project in Picture view, click the Go to Pictures button.

Add your name to the top of the page for printing

You can add your name and other information such as your teacher and classroom number to your project. When you print your work, your name appears at the top of the page.

- 1 To add your name to your project, click the **Student Name** button.



To add your name to your project, click the Student Name button.

- 2 Type your name and other information in the box where you want the information to appear.

For example, if you type your name in the **Left** box, your name will appear in the upper left corner of the page.

Print your work

Now you are ready to print your work.

- 1 To print your work, click **Print** on the **File** menu.
- 2 In the Print dialog box, click **Print**.

Close your project and return to the Kidspiration Starter

- ◆ To close your project and return to the Kidspiration Starter, click the Kidspiration Guide.



To return to the Kidspiration Starter, click the Kidspiration Guide.

When you return to the Kidspiration Starter, you are prompted to save any open documents.

Congratulations! You've finished the Kidspiration tutorial.

Opening, Closing, and Saving Projects

Start a new Kidspiration project

- 1 Start Kidspiration.

–or–

To return to the Kidspiration Starter from an open project, click the Kidspiration Guide:



- 2 Do one of the following:

- ◆ To start with a diagram, click the **Picture** button.



–or–

- ◆ To start with words, click the **Writing** button.



Open a Kidspiration activity

- 1 Start Kidspiration.

—or—

On the **File** menu, click **New**.

- 2 Under **Activities**, click a category, for example “Science.”

To open an activity, click a category, and then select from the activities listed.



- 3 Select an activity from the list, and then double-click it to open it.

Open an existing project

- 1 On the **File** menu, click **Open**.

–or–

From the Kidspiration Starter, click the **Open File** button:



- 2 Open the folder where the file is located.
- 3 Double-click the file in the list box.

Save a project

You should save your work frequently to prevent losing any changes if the computer quits unexpectedly.

To save a project:

- 1 On the **File** menu, click **Save** to save the latest changes to your work.

The first time you save, select the folder where you want to save the project and type a name for the project.

- 2 In the Save dialog box, click **Save**.

Each time you save a project, you are prompted to replace the existing file. Click **Replace** to save the project.

Save a project under a different name

- 1 On the **File** menu, click **Save**.
- 2 Select the folder where you want to save the project.
- 3 Type a new name for the project, and then click **Save**.

Open a file created in another program

Kidspiration can open the following types of files:

- ◆ Inspiration® 6 files (Macintosh or Windows)
When you open an Inspiration 6 file in Kidspiration, you may lose some elements of the Inspiration file. For more information, see “Open an Inspiration file” later in this section. In Windows, the Inspiration file must have the INS extension.
- ◆ Kidspiration files (Macintosh or Windows)
In Windows, Kidspiration files must have the KID extension.

To open a file created in another program:

- 1 On the **File** menu, click **Open**.
The Open dialog box appears. Kidspiration shows you the names of any files that can be opened.
- 2 Select the folder where the file is located.
- 3 Click the file that you want to open, and then click **Open**.

If you are using Windows, you can specify what type of document you want to open. On the **Files of type** list, select the file type. Here are your choices:

- ◆ Kidspiration (.kid) opens other Kidspiration projects
- ◆ Inspiration (.ins) opens Inspiration 6 files.

Open an Inspiration file

Kidspiration can open Inspiration 6 files. When you open an Inspiration file, you may lose some elements and formatting in the Inspiration file. Following is a list of changes that may occur when you open an Inspiration file in Kidspiration:

- ◆ Hidden notes text will appear as notes automatically.
- ◆ Hidden sub-topics will appear automatically.
- ◆ Hidden symbols and links will appear automatically.
- ◆ Graphics inserted into notes will be deleted.
- ◆ Projects will always fit to one page when printing in Picture view.
- ◆ The checklist will be deleted.
- ◆ Any child documents will be deleted.
- ◆ Strip symbols will appear but are not editable.
- ◆ Some special text formatting, such as superscript and subscript, will not appear.
- ◆ Macintosh Publishers are deleted. Subscribers are converted to external graphics and the connection between the subscriber and the Inspiration file is removed.

Working in Picture View

Working with visual ideas

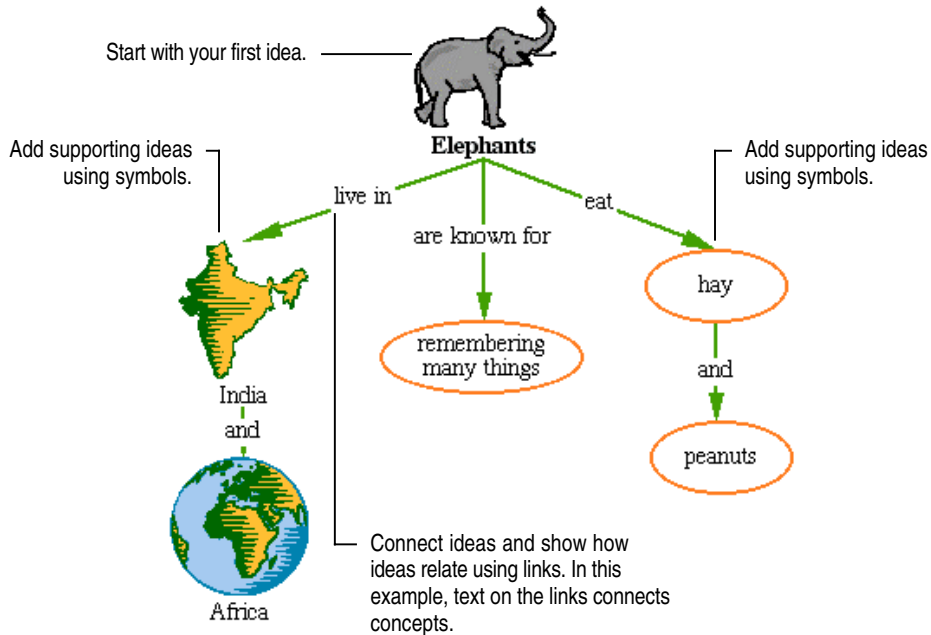
In Picture view, you use **symbols** to show your ideas. You use **links** or **SuperGrouper** categories to show how these ideas flow and connect. After you get your ideas down, it's easy to arrange, group, and sort your ideas. You also can add text to symbols and links. Kidspiration gives you many different tools to help you capture and organize your ideas visually.

Topics covered in this section include the following:

- ◆ Adding symbols to a diagram
- ◆ Changing the shape of a symbol
- ◆ Adding text to a symbol
- ◆ Connecting symbols using links
- ◆ Adding text to a link
- ◆ Categorizing symbols using the SuperGrouper tool

Example: A concept map about elephants

Using text to connect symbols is the basis of concept mapping, a visual learning technique used primarily in science and social studies curriculum. Concept mapping allows you to show connections between facts and helps with understanding and retention.



Working with symbols


Add symbols to a diagram


There are several ways to add symbols to a diagram:

- ◆ You can add a symbol using the Symbol palette. Drag a symbol from the palette to add it to your diagram.

—or—

- ◆ You can add linked symbols using the Add Symbol tool. Click

the **Add Symbol** button  and a new symbol will appear that is linked to the currently selected symbol. Click the **Add**

Symbol button  again, and another symbol appears connected to the selected symbol. Continue clicking to add as many symbols as you need.

—or—

- ◆ You can click anywhere and type. A symbol with your idea appears automatically. Add symbols by clicking and typing when you want to get ideas down quickly, but aren't yet sure how you want to arrange or connect the ideas.

Add a symbol using the Symbol palette

Use the Symbol palette to add symbols to your diagram.

To add a symbol using the Symbol palette:

- ◆ Drag the symbol onto your diagram.

Tip:

To change the shape of a symbol, select it, and then click a new symbol on the Symbol palette.

Add a symbol using the Add Symbol tool

Use the Add Symbol tool to add linked symbols to your diagram. Each symbol you add is connected to the currently selected symbol. The Add Symbol tool is great for brainstorming when you want to add a number of linked symbols to one idea.

To add a symbol using the Add Symbol tool:

- ◆ First select the symbol to which you want to connect the new symbol, and then click the **Add Symbol** button.



—or—

If no symbol is selected, click the **Add Symbol** button to add a new symbol. Click the **Add Symbol** button again to add a symbol connected to the first.

Move a symbol

- ◆ To move a symbol, drag it to the new location.

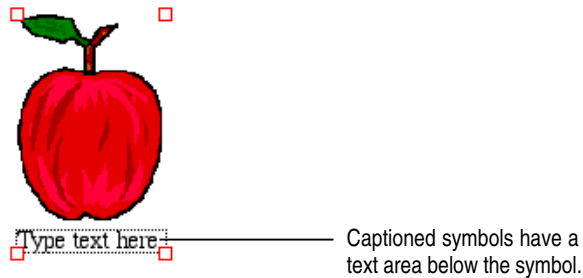
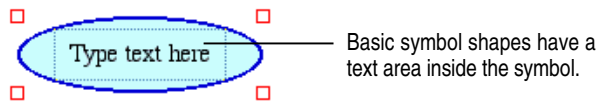
Any links attached to the symbol will be adjusted automatically.

Add text to a symbol

Some symbols are shapes, such as a circle or oval, which let you type an idea inside the symbol. Other symbols are captioned, with space for text below the symbol. When you select a symbol, a dotted line surrounds the symbol's text area.

- ◆ To add text to a symbol, select the symbol, and then type.

To edit the text in a symbol, select the symbol and click inside the text area to make your changes.



Change the shape of a symbol

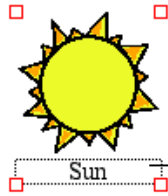
- 1 Select the symbol that you want to change.
- 2 On the Symbol palette, click the new symbol.

Change symbol text

Picture-to-Topic translates pictorial symbols in Picture view to words in Writing view. This setting is designed for developing writers. When you return to Picture view, the symbol labels appear below the symbols. You can change the text that appears below the symbol in Picture view.

To change symbol text:

- 1 Select the text inside the symbol's text area.
- 2 Type the text that you want.



To change symbol text, type the new text in the symbol's text area.

Working with links

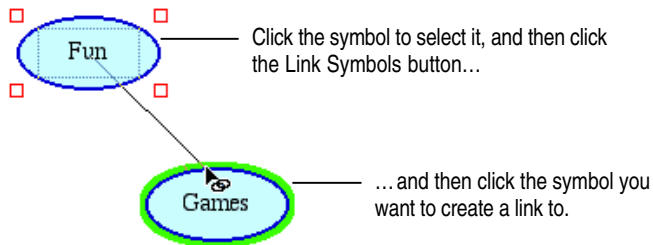
Links show relationships between ideas. When you add links in Kidspiration, they are automatically updated as you work with the symbols in your diagram.

Connect symbols using links

- 1 Click the **Link Symbols** button.



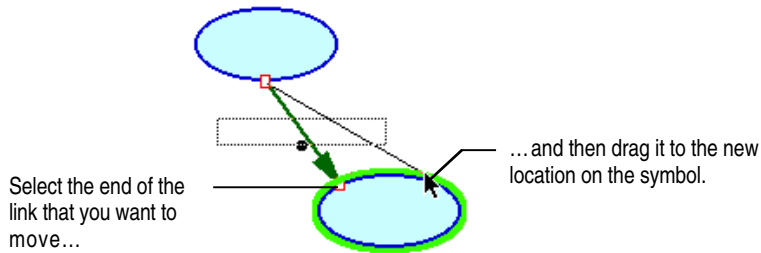
- 2 Click the symbol where you want the link to start, and then click the symbol where you want the link to end.



- 3 To turn off the Link Symbols tool, click the **Link Symbols** button.

Move a link

- 1 Click the link.
- 2 Drag the end of the link to the new location on the current symbol or move it to another symbol.

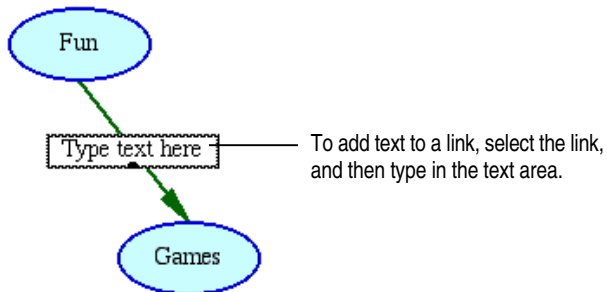


Add text to a link

You can add text to a link to expand your ideas or create a relationship between two ideas. When you select a link, a dotted line surrounds the link's text area.

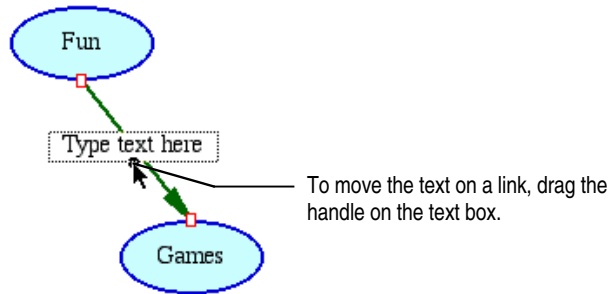
- ◆ To add text to a link, select the link, and then type.

To edit the text on a link, select the link and click inside the text area to make your changes.



Move the text on a link

- ◆ To move the text on a link, select the link, and then drag the handle on the text box to adjust the location of the text.



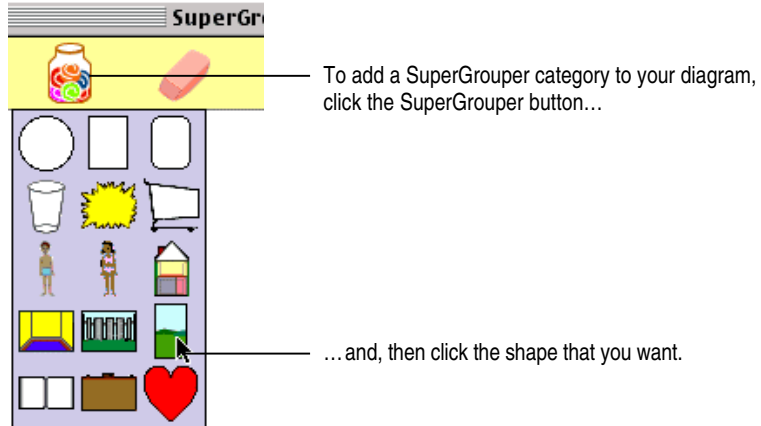
Working with the SuperGrouper tool

SuperGrouper categories provide an easy way to create logical groupings of symbols. For example, you might create two SuperGrouper categories—one titled “Things that are alive” and one titled “Things that are not alive”—and ask students to put appropriate symbols in each SuperGrouper category. To make an exercise like this simpler, you can create a custom symbol library that contains symbols of your choosing.

SuperGrouper categories have a text area at the top for labeling the group. In Writing view, the SuperGrouper title assumes a top-level position, and the symbols it contains appear as ideas below the SuperGrouper category.

Add a SuperGrouper category to a diagram

- ◆ Click the **SuperGrouper** button, and then click the SuperGrouper shape you want.



Tip:

Any symbols that are selected before you add a SuperGrouper category are automatically added to the category.

Add a title to a SuperGrouper category

You can add a title to the top of a SuperGrouper category.

To add a title to a SuperGrouper category:

- ◆ Select the SuperGrouper category, and then type.

Add symbols to a SuperGrouper category

- ◆ To add symbols to a SuperGrouper category, use one of the following methods:


Drag a symbol to the SuperGrouper category.

–or–

Drag the SuperGrouper category over a symbol.

–or–

Select the SuperGrouper category, and then click the **Add**

Symbol button . You can add as many default symbols to the SuperGrouper category as you want.

–or–

Select the symbols that you want to add to a SuperGrouper category, and then add the SuperGrouper category to your diagram.

Remove symbols from a SuperGrouper category

- ◆ To remove a symbol from a SuperGrouper category, drag it to another location.

–or–

To delete the symbol, select it, and then click the **Clear** button.

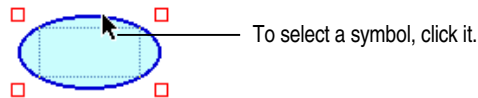


Cutting, copying, and pasting symbols and links

Select a symbol

- ◆ To select a symbol, click it.

When you select a symbol, a resize handle appears at each corner of the symbol, and a dotted line surrounds the symbol's text area.



Select multiple symbols

- ◆ To select multiple symbols, press **Shift**, and then click each symbol you want to select.

—or—

Drag the pointer so the marquee surrounds the symbols that you want to select. For more information, see “Select a part of a diagram” later in this guide.

Select both symbols and links

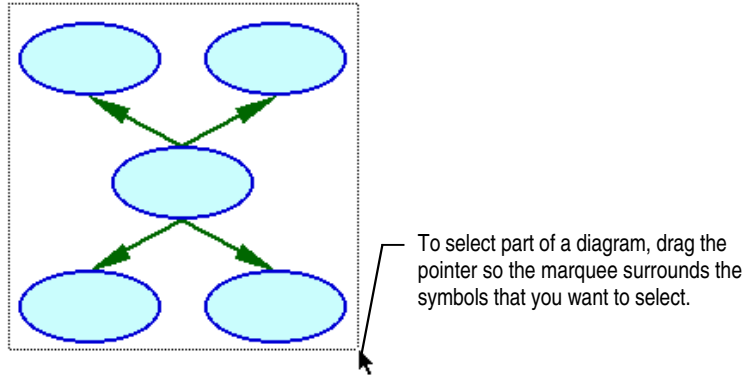
- ◆ To select both symbols and links, press **Shift**, and then click each symbol and link you want to select.

—or—

Drag the pointer so the marquee surrounds the symbols that you want to select. For more information, see “Select a part of a diagram” later in this section.

Select a part of a diagram

- ◆ Drag the pointer so the marquee surrounds the symbols that you want to select.



Select everything on a diagram

- ◆ To select everything on your diagram, click **Select All** on the **Edit** menu.

Delete a symbol

- ◆ To delete a symbol or SuperGrouper category, select it, and then click the **Clear** button.



Delete a link

When you delete a link, you remove the relationship between the symbols that are connected by the link. The remaining symbol or symbols become unconnected ideas.

To delete a link:

- 1 Select the link you want to delete.
- 2 Click the **Clear** button.



Delete a symbol and its links

When you delete a symbol, you automatically delete any links that connect it to other symbols.

To delete a symbol and its links:

- 1 Select the symbol you want to delete.
- 2 Click the **Clear** button.



Cut and paste symbols

- 1 Select the symbols that you want to delete from their current location and paste into another location in your diagram.
- 2 On the **Edit** menu, click **Cut**.
- 3 Click where you want the selection to appear, and then click **Paste** on the **Edit** menu.

Tip:

To select multiple symbols, press **Shift**, and then select each symbol.

Copy and paste symbols

- 1 Select the symbols that you want to paste into another place in your diagram.
- 2 On the **Edit** menu, click **Copy**.
- 3 Click where you want the selection to appear, and then click **Paste** on the **Edit** menu.

Undo changes

- ◆ To undo the last change you made, click the **Undo** button.



Using custom symbols and graphics

Insert a graphic into a diagram

You can insert graphics created in other programs into a diagram. On the Macintosh, you can insert PICT, JPEG and GIF files. In Windows, you can insert WMF, BMP, JPEG and GIF files.

To insert a graphic into a diagram:

- 1 On the **File** menu, click **Import a Graphic**.
- 2 Open the folder where the graphic is located.
- 3 Click the graphic file in the list, and then click **Open**.


Tips:

- You can drag and drop graphics files into a diagram. On the Macintosh, you can drag and drop PICT, JPEG and GIF files. In Windows, you can drag and drop WMF, BMP, JPEG and GIF files. Before you drag and drop a graphics file, turn off Hide Desktop in Application Options (click **Application Options** on the **Teacher** menu).

- You can copy and paste graphics into a diagram. Copy the graphic, and then open your diagram and click **Paste** on the **Edit** menu.

Changing the view

Magnify or reduce the view of your diagram

- ◆ To magnify or reduce the view of a diagram, click the **Magnify** button  in the lower left corner of the Kidspiration window. Click again to change the magnification.

Switch to Writing view

- ◆ To view your diagram as a writing project, click the **Go to Writing** button.



Working in Writing View

Working with written ideas

In Writing view, developing writers can expand the ideas they captured in Picture view. Each symbol becomes an idea with a notes area where students can write. More experienced writers can start a writing project from scratch using the Kidspiration tools to arrange, organize, and expand their ideas. Here are some ways to use Writing view:

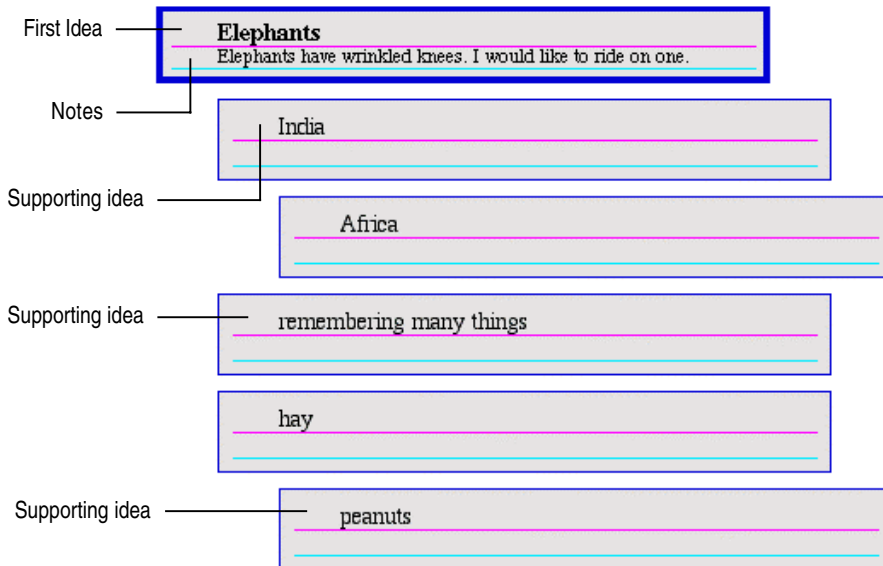
- ◆ Create a student journal
- ◆ Create written lists
- ◆ Write a story or report

Topics covered in this section include the following:

- ◆ Using the ideas in a diagram to begin writing
- ◆ Adding ideas
- ◆ Adding details to ideas
- ◆ Moving ideas up or down in the hierarchy
- ◆ Cutting, copying, and pasting ideas
- ◆ Switching to Picture view

Example: A report about elephants

In Writing view, ideas and connections established in a diagram are translated into a writing project that shows main ideas and supporting ideas. This view provides another useful way to show information, and supports the translation of ideas from visual to verbal.



Use the ideas in a diagram to begin writing

You can use the ideas in a diagram to begin writing by switching to Writing view. In Writing view, symbol text becomes ideas. When a symbol has no text, the symbol's label appears as the idea. For example, a symbol with the label "Sun" becomes the idea "Sun" in Writing view. This special function, called Picture-to-Topic, helps emerging readers and writers associate words with images. When you return to Picture view, text you added to your ideas in Writing view appear in the symbols.

If you do not want symbol labels to appear as ideas in Writing view, you can turn off the Picture-to-Topic setting.

To use the ideas in a diagram to begin writing:

- 1 Add symbols that represent your ideas to your diagram.
If you use symbols only, they must be pictorial, for example a symbol of a dog or a sun, to take advantage of Picture-to-Topic.
- 2 To switch to Writing view, click the **Go to Writing** button.



The symbol labels appear as ideas in Writing view.

See Also

"Turn Picture-to-Topic on or off" in "Setting Application Options" later in this guide.

"Change symbol text" in "Working with Symbols" earlier in this guide.

Add an idea in Writing view

- 1 Click the **Add Idea** button, and then type the new idea.



- 2 If necessary, adjust the location of the idea by doing one of the following:

- ◆ Drag the new idea to the location where you want it.
—or—
- ◆ To change the level of the idea in the hierarchy, click the **Move Left** or **Move Right** button.



Add details to an idea

You can expand your ideas by adding details—also called notes. A line separates an idea from its notes. The notes area is always available. As you add more notes text, the notes area automatically expands.


To add details to an idea:

- ◆ Click in the area below the idea, and then type.



Click in the notes area of an idea,
and then type to add details.

Move an idea up or down in the hierarchy

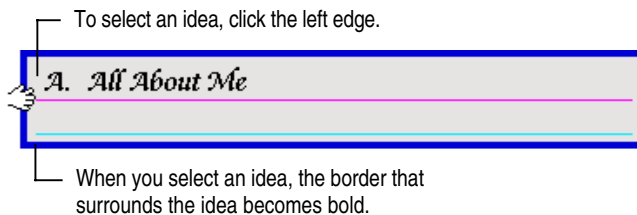
- ◆ To move an idea up or down, point to the left of the idea. When the grabber hand  appears, drag the idea to the new location. You can also drag an idea to the left or right to adjust its level.

Cutting, copying, and pasting ideas

Select an idea in Writing view

- ◆ To select an idea in Writing view, click the left edge of the symbol.

When you select an idea, the border that surrounds the idea becomes bold.



Select multiple ideas in Writing view

- ◆ To select multiple ideas in Writing view, press **Shift**, and then click the left edge of each idea you want to select.

Select all the ideas in Writing view

- ◆ To select all the ideas in Writing view, click **Select All** on the **Edit** menu.

Delete an idea in Writing view

When you delete an idea in your writing project, the supporting ideas below that idea are deleted as well.

- ◆ To delete an idea, select it, and then click the **Clear** button.



Copy and paste ideas in Writing view

When you copy an idea, you also copy any supporting ideas below the idea. You cannot copy an idea when you are in text editing. For more information, see “Edit text in an idea” in “Editing Text” later in this guide.

To copy and paste ideas in Writing view:

- 1 Select the ideas that you want to paste into another place in your project.
- 2 On the **Edit** menu, click **Copy**.
- 3 Click where you want the selection to appear, and then click **Paste**.

Tip:

To select multiple ideas, press **Shift**, and then select each idea.

Cut and paste ideas in Writing view

When you click **Cut** on the **Edit** menu, you also remove any supporting ideas below the idea. You cannot cut an idea when you are in text editing. For more information, see “Edit text in an idea” in “Editing Text” later in this guide.

To cut and paste ideas in Writing view:

- 1 Select the idea or ideas that you want to delete from the current location and paste into another location.
- 2 On the **Edit** menu, click **Cut**.
- 3 Click where you want the selection to appear, and then click **Paste**.

Changing the view

Switch to Picture view

- ◆ To view your writing project as a diagram, click the **Go to Pictures** button



Changing the Appearance of Projects

Formatting text

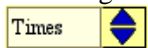
You can change the look of the text in Picture view or Writing view using font, text size, text style, and color. You can change all the text in a symbol, link or idea by selecting the symbol, link, or idea. You can change the formatting of words or single characters by selecting the words or single characters.

This section includes the following topics:

- ◆ Changing the font
- ◆ Changing the text size
- ◆ Applying bold formatting to text
- ◆ Applying italic formatting to text
- ◆ Underlining text
- ◆ Changing the color of text

Change the font

- 1 Select the symbol, link, idea, or words that you want to change.
- 2 To change the font, click the arrows on the **Font** box



When you select a symbol, link, or idea, and change its font, the change you make applies to new symbols, links, and ideas. New symbols and links are not affected by font changes to text *selections* within symbols, links or ideas.


Change the text size

- 1 Select the symbol, link, idea, or words that you want to change.
- 2 To change the text size, click the arrows on the **Text Size** box




When you select a symbol, link, or idea, and change its text size, the change you make applies to new symbols, links, and ideas. New symbols and links are not affected by text size changes to text *selections* within symbols, links or ideas.

Apply bold formatting to text

- 1 Select the symbol, link, idea, or words that you want to change.
- 2 Click  on the Formatting toolbar.


When you select a symbol, link, or idea, and apply bold formatting, the change you make applies to new symbols, links, and ideas. New symbols and links are not affected by bold formatting applied to text *selections* within symbols, links or ideas.

Apply italic formatting to text

- 1 Select the symbol, link, idea, or words that you want to change.
- 2 Click  on the Formatting toolbar.


When you select a symbol, link, or idea, and apply italic formatting, the change you make applies to new symbols, links, and ideas. New symbols and links are not affected by italic formatting applied to text *selections* within symbols, links or ideas.

Underline text

- 1 Select the symbol, link, idea, or words that you want to change.
- 2 Click  on the Formatting toolbar.

When you select a symbol, link, or idea, and apply underline formatting, the change you make applies to new symbols, links, and ideas. New symbols and links are not affected by underline formatting applied to text *selections* within symbols, links or ideas.

Change the color of text

- 1 Select the symbol, link, idea, or words that you want to change.
- 2 Click  on the Formatting toolbar, and then click the color that you want.

When you select a symbol, link, or idea, and change its colors, the change you make applies to new symbols, links, and ideas. New symbols and links are not affected by changes to text *selections* within symbols, links or ideas.

Formatting symbols and SuperGrouper categories

You can change the look of symbols and SuperGrouper categories using color, line thickness, and size.


This section includes the following topics:

- ◆ Changing the line thickness of a symbol or SuperGrouper shape
- ◆ Changing the colors of a symbol or SuperGrouper shape
- ◆ Changing the size of a symbol or SuperGrouper shape

Change the line thickness of a symbol or SuperGrouper shape

You can choose from three line thicknesses for symbols and SuperGrouper shapes.

To change line thickness of a symbol or SuperGrouper shape:

- 1 Select the symbols or SuperGrouper shape that you want to change.
- 2 Click  on the Formatting toolbar until the symbols or SuperGrouper shape have the line thickness that you want.

Any new symbols or SuperGroupers shapes that you add will have the same line thickness.

Change the colors of a symbol or SuperGrouper shape

You can change the look of symbols and SuperGrouper shapes using color. You can select one symbol and then change the colors of that symbol. Or, if there are multiple basic symbols with the same colors (for example, oval or rounded rectangle), you can select these symbols and change the colors of all the symbols at one time.

To change the colors of a symbol or SuperGrouper shape:

- 1 Select the symbol or SuperGrouper shape.
- 2 The Symbol Colors tool appears on the Formatting toolbar.
Only the colors that appear in the symbol appear in the Symbol Colors tool.



- 3 Click the color you want to change, and then click a new color to replace the existing color.

If you change the colors of a basic symbol (oval, rectangle, text, or rounded rectangle), any new basic symbols that you add to your diagram will be the same colors.

Note:

You cannot change the colors of photographic images.

To revert to a symbol or SuperGrouper shape's original colors:

When you change the colors in a multicolor symbol or SuperGrouper shape, an **X** appears in the Symbol Colors tool on the Formatting toolbar. Click the **X** to revert to the symbol or SuperGrouper shape's original colors.

Change the size of a symbol or SuperGrouper shape

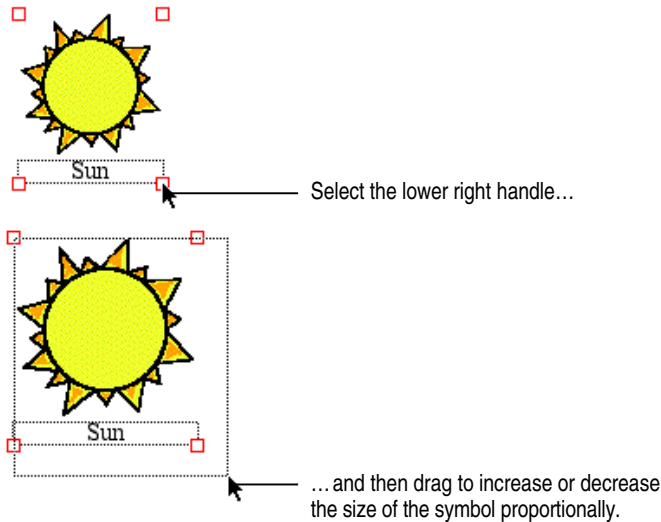
You can change the size of symbols and SuperGrouper shapes.

To change the size of a symbol or SuperGrouper shape:

- 1 Select the symbol or SuperGrouper shape.
- 2 Drag the lower right handle to resize a symbol proportionally.

—or—

Drag any of the other handles to stretch the symbol vertically or horizontally.



Tip:

To resize a symbol proportionally using any handle, press **Control** (Macintosh) or **Ctrl** (Windows) when you drag the handle.

Formatting links

You can change the look of links using color, line thickness, line style, and arrowhead style.


This section includes the following topics:

- ◆ Changing the thickness of a link
- ◆ Creating a dashed link
- ◆ Changing arrowhead style
- ◆ Changing the color of a link

Change the thickness of a link


You can choose from three line thicknesses for a link. You can also make a link a dashed line.

To change the thickness of a link:

- 1 Select the link or links that you want to change.
- 2 On the Formatting toolbar, click  until the links are the line thickness that you want.

Any new links that you create will be the same line thickness.

Create a dashed link


- 1 Select the link or links that you want to change.
- 2 On the Formatting toolbar, click  until the links are dashed lines.

Any new links that you create will be dashed lines.

Change arrowhead style

You can choose from two arrowhead styles: single arrowhead or double arrowhead. You can also choose a link with no arrowhead. You can use a single arrowhead to indicate a one-way relationship between symbols. You can use a double arrowhead to indicate a two-way relationship between symbols. For example, in a diagram describing a journey from one place to another you might use single arrowheads. In a diagram showing how you and a friend communicate using e-mail, you might use double arrowheads.

To change arrowhead style:

- 1 Select the link or links that you want to change.
- 2 On the Formatting toolbar, click  until the links have the arrowhead style that you want.

Any new links that you create will have the same arrowhead style.

Change the color of a link

- 1 Select the link.

The Link Color tool appears on the formatting toolbar.



- 2 Click the color to change it, and then click a new color to replace the existing color.

Any new links that you create will be the same color.

Formatting the page

Change the background color of a project

Changing the background color of your project is another way to customize the look of your work. If you are working on a project about the world's oceans, you might want to use a blue background for instance.

To change the background color of your project:

- 1 On the **Goodies** menu, click **Background Color**.
- 2 Click the color that you want.

When you print your project on a black and white printer, the background color will appear as a shade of grey.

Change the colors of the lined paper

Changing the colors of the lined paper is another way to customize the look of your work.

To change the colors of the lined paper:


- 1 On the **Goodies** menu, click **Lined Paper Colors**.
- 2 Click a color to change it.

The colors of the lined paper also will appear when you print.

When you print on a black and white printer, the colors of the lined paper will print as shades of grade.


Choose the prefix style in Writing view

There are four prefix styles to choose from. You can also choose to have no prefix style.

- ◆ To choose a prefix style, click  on the Formatting toolbar until you see the prefix style that you want.

Show or hide the lined paper

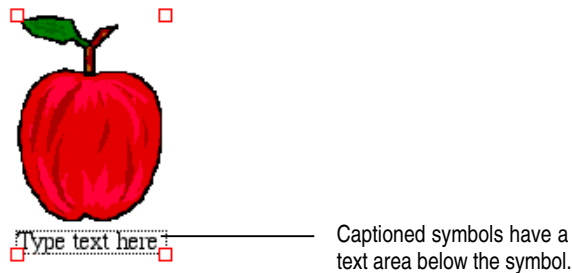
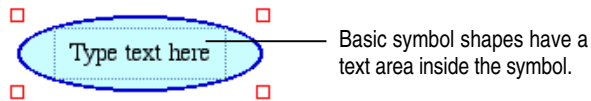
For some projects, you may want your writing to appear in a more continuous format. Hiding the lined paper removes the visual distinction between ideas in Writing view.

- ◆ To show or hide the lined paper, click  on the Formatting toolbar.

Editing Text

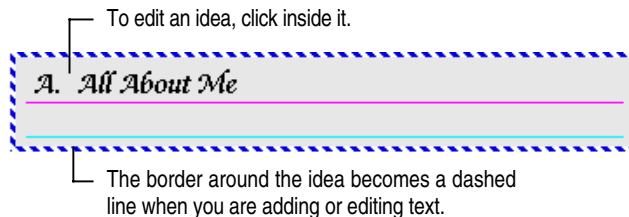
Edit text in a symbol

- ◆ To add or edit text in a symbol, select the symbol, click in the symbol's text area, and then type.



Edit text in an idea

- ◆ To edit text in an idea, click in the idea, and then type.



Copy and paste text

- 1 Select the text that you want to paste into another place in your project.
- 2 On the **Edit** menu, click **Copy**.
- 3 Click in your project where you want the selection to appear, and then click **Paste** on the **Edit** menu.

Cut and paste text

- 1 Select the text that you want to cut and paste into another place in your project.
- 2 On the **Edit** menu, click **Cut**.
- 3 Click in your project where you want the selection to appear, and then click **Paste** on the **Edit** menu.

Select a word

There are two ways to select a word.

- ◆ Double-click the word.

—or—

Click in front or behind the word, and then drag the mouse pointer across the word.

Check your spelling

- 1 On the **Goodies** menu, click **Spell Check** to check the spelling in your project.
- 2 When the spelling checker finds a misspelled word, you have several options:

To change the spelling of a word to the suggested dictionary spelling, click **Change**.

—or—

To keep the spelling of the word as it is throughout the project, click **Ignore All**.

—or—

To keep the spelling of the word in this instance only, click **Ignore Once**. The spelling checker will continue to find other occurrences of this word.

—or—

To add the word to the user dictionary, click **Add**. After you add a word to the dictionary, the spelling checker will not suggest other spellings for the word.

Edit the user dictionary

You can add words to the dictionary and edit words in the dictionary. You can add and edit words as you are checking the spelling in your project.

To edit the user dictionary:

- 1 On the **Goodies** menu, click **Spell Check**.
- 2 Do one of the following:

To add a word to the user dictionary, click **Add**. After you add a word to the dictionary, the spelling checker will not suggest other spellings for that word.


—or—

To edit the spelling of a word, click **Edit**. Change the spelling of the word to your preferred spelling. The spelling checker will use the new spelling for the word.

Using Audio in Kidspiration Projects

Use audio in a Kidspiration project

You can use audio in your Kidspiration projects in several ways:

- ◆ The Talking Interface
For developing readers, the Talking Interface reads menus, buttons, and other program elements on-screen.
- ◆ The Listen tool 
The Listen tool helps students with reading and writing by reading the words in their projects.
- ◆ The Record command (Click **Record** on the **Goodies** menu)
Students can use the Record command to record words and sounds and attach them to symbols or ideas to expand and reinforce learning. Teachers can also record instructions for students to use in an activity.

Read the text in program menus and buttons

The computer will read the text in program menus and buttons when Talking Interface is turned on in Application Options (click **Application Options** on the **Teacher** menu).

To read the text in program menus and buttons:

- ◆ Point to a menu or button.

The computer will read the text in the menu or button.

See Also

“Turn the Talking Interface on or off” in “Setting Application Options” later in this guide.

Listen to the ideas in a project

The Listen tool is available only when the Listen Tool is enabled in Application Options (click **Application Options** on the **Teacher** menu). You can use the Listen tool to read any text that is added to a project in either Picture or Writing view.

To listen to the ideas in a project:

- 1 Click the **Listen** button.



- 2 Click the symbol or idea that you want the computer to read.
- 3 To turn the Listen tool off, click the **Listen** button.

See Also

“Enable or disable the Listen tool” in “Setting Application Options” later in this guide.

Choose the voice that the computer uses

You can choose the voice that the computer uses when you use the Listen tool or the Talking Interface.

To choose the voice that the computer uses:

- 1 On the **Sound** menu, click **Voices**.
- 2 Click the voice in the list box, and then click **Choose**.

Record a sound or words and attach them to a symbol or idea


You can record a sound or words and attach them to a symbol or idea to expand and reinforce learning. The Record command is only available when Record Sounds is turned on in Application Options (click **Application Options** on the **Teacher** menu). Your computer needs a microphone to record sounds.

To record a sound or words and attach them to a symbol or idea:

- 1 Select the symbol or idea.
- 2 On the **Sound** menu, click **Record**.
- 3 In the recording control box, click **Record** to begin recording.
- 4 Generate the sound that you want to record.

The maximum length of a recorded sound is fifteen seconds. You can click **Stop** at any time to end recording.


- 5 When you finish recording, click **Save** to save the recording and attach it to the selected symbol or idea.

In Picture view, a speaker symbol  appears in the upper right corner of a symbol when a recorded sound is attached. In Writing view, a speaker symbol appears to the left of an idea when a recorded sound is attached.

See Also

“Turn sound recording on or off” in “Setting Application Options” later in this guide.

Play a recorded sound attached to a symbol or idea

- ◆ To play a recorded sound, click the speaker  on the symbol or idea.

Erase a recorded sound

- 1 Select the symbol or idea.
- 2 On the **Sound** menu, click **Erase**.

Printing

Print a project

- ◆ To print a project, click **Print** on the **File** menu.
In Picture view, a project always prints on one page.

Print page numbers on a writing project

Page numbers appear only when you print a project in Writing view.

To print page numbers on a writing project:

- 1 Click the **Student Name** button.



- 2 Select the **Print Page Numbers** check box.

When you print, the page numbers appear at the bottom of the page.

Print your name at the top of the page

You can add your name to a project so when you print, your name appears at the top of every page. You can also include information other than your name. For example, you might want the student's name to appear in the upper left corner and the teacher's name, grade, and room number to appear in the upper right corner of the page.

To print your name at the top of the page:

- 1 On the Toolbar, click the **Student Name** button.



- 2 Type your name in the box where you want the name to appear.

For example, if you want the name to appear in the upper left corner of the page, type your name in the **Left** box.

Select paper size

You can choose the paper size for a Kidspiration project. In Picture view, the workspace is scaled to the paper size selected in Page Setup (File menu). If you change the paper size in Picture view, the paper size also changes in Writing view.

To select the paper size:

- 1 On the **File** menu, click **Page Setup**.
- 2 In the **Paper** list, click the paper size that you want (Macintosh).

—or—

Under **Paper**, click the paper size that you want in the **Size** list (Windows).

Set page orientation

You can choose landscape or portrait orientation for a project. In Picture view, landscape orientation is the default. In Writing view, portrait orientation is the default. If you change the page orientation in Picture view, the page orientation does not change in Writing view.

To set page orientation:

- 1 On the **File** menu, click **Page Setup**.
- 2 Next to **Orientation**, click the Portrait or Landscape icon (Macintosh).

—or—

Under **Orientation**, select **Portrait** or **Landscape** (Windows).

Scale a project for printing

In Picture view, a diagram always prints on one page. You cannot scale a diagram in Kidspiration. However, you can change the page size, and then design a diagram to fill the new page size.

Teacher's Reference

Turning the Teacher menu on or off

The Teacher menu provides access to settings and features that allow teachers to customize Kidspiration and create their own classroom activities. When the Teacher menu is on, a checkmark appears next to the command, and the items on the Teacher menu are available.

- ◆ To turn the **Teacher** menu on or off, click **Enable Teacher Menu** on the **Teacher** menu.

Using the Kidspiration activities

The Kidspiration learning activities focus on a specific subject or skill. Each activity is a separate file that includes instructions on how to use the activity. Kids can complete an activity and then save it as their own project. The Kidspiration activities include the following:

- ◆ Reading & Writing
- ◆ Social Studies
- ◆ Science

There is also a group of activities organized under the category “More.” In addition to the activities that come with Kidspiration, teachers can create their own activities or modify an existing activity.

Open an activity

- 1 Start Kidspiration.
- or–
On the **File** menu, click **New**.
- 2 Under **Activities**, click a category, for example “Science.”
- 3 Double-click an activity to open it.

Create an activity

You can create an assignment or project in Picture or Writing view, and then save the exercise as an activity so it will be available in the **Activities** menu in the Kidspiration Starter. When you save the activity, the Kidspiration Activity Wizard prompts you to select default settings for the activity and provide a name, description, and category for the activity.

To create an activity:

- 1 Create the assignment or project in Writing or Picture view. See the Tips below for creating activities.
- 2 Enable the **Teacher** menu.
- 3 On the **Teacher** menu, click **Save As Activity**.
- 4 Select the default settings you want for the activity.
- 5 Click the category that you want the activity to appear under, for example “Science.”
- 6 In the **Activity Name** box, type a name for the activity.
- 7 In the **Description of Activity** box, type a description for the activity.

- 8 When you are finished setting up the activity, click **Finish**.

Tips:

- **Numbered Steps:** Many of the Kidspiration activities include step-by-step instructions. To create numbered steps in your own activities, use the numbered symbols under Numbers and Letters on the Symbol palette.
- **Custom Symbol Libraries:** If you want specific symbols to be available for an activity, you can create a custom symbol library that contains the symbols you want, and then select the custom library as the Default Library for the activity.

See Also

“Create a new symbol library” in “Working with the symbol libraries” later in this guide.

Modify an activity

Kidspiration comes with a variety of activities for you to use in the classroom. You may want to modify an activity in some cases.

To modify an activity:

- 1 Open the activity.
- 2 Make any changes.
- 3 Enable the **Teacher** menu.
- 4 On the **Teacher** menu, click **Save As Activity**.
- 5 Select the default settings you want for the activity.
- 6 Select the category that you want the activity to appear under, for example “Science.”
- 7 In the **Activity Name** box, type a name for the activity.
- 8 In the **Description of Activity** box, type a description for the activity.

- 9 When you are finished modifying the activity, click **Finish**.

Tip:

If you want specific symbols to be available for an activity, you can create a custom symbol library that contains the symbols you want, and then select the custom library as the Default Library for the activity.

See Also

“Create a new symbol library” in “Working with the symbol libraries” later in this guide.

Share an activity with another computer

You can share an activity on your computer with multiple computers.

To share an activity with another computer:

- 1 Open the **Kidspiration Activities** folder on your computer.
- 2 Copy the activity file to a network server or floppy disk.
- 3 Copy the activity file to the **Kidspiration Activities** folder on the other computer.

Adding Internet hyperlinks to projects

Add a hyperlink to a project


You can add hyperlinks to ideas, notes, symbols, and links. The hyperlinks are active in Picture view and Writing view. This is a great way for teachers to direct students to the Internet to gather information for their projects.

Before you add a hyperlink, make sure URL Hyperlink Auto-detection is turned on in Application Options (click **Application Options** on the **Teacher** menu).

To add a hyperlink:

- ◆ Type the Internet address where you want the hyperlink to appear. For example:

www.inspiration.com

After you add the hyperlink, when you move the mouse pointer over the link, the pointer looks like this . This pointer indicates that the hyperlink is active. Clicking the hyperlink will start the default browser and open the Web site.

Add a hyperlink to selected text

You can assign hyperlinks to selected text in ideas, notes, symbols, and links. The hyperlinks are active in Picture view and Writing view. This allows you to create hyperlinks without long cryptic names, for example “Click Here” rather than “<http://www.inspiration.com/science/amphibians/project.htm>.”

To add a hyperlink to selected text:

- 1 Select the text to which you want to assign the hyperlink.
- 2 Enable the **Teacher** menu.

- 3 On the **Teacher** menu, click **URL Hyperlink**.

The text you selected appears in the **Hyperlink Text** box. You can edit the text if you wish.

- 4 In the **Hyperlink Address** box, type the Internet address that you want to assign to the text. For example:

www.inspiration.com

Note:

When you assign a hyperlink at the end of a text area (for example, at the end of the text in an idea or symbol), the text you type after the hyperlink is included in the hyperlink. To prevent text that follows a hyperlink from being included, type all the text in the symbol or idea first, and then add the hyperlink.

Remove a hyperlink

- ◆ Select the hyperlink, and then click the **Clear** button.



—or—

- 1 Select the text to which the Internet address is assigned.
- 2 On the **Teacher** menu, click **URL Hyperlink**.
- 3 Click **Remove Hyperlink**.

Changing the default look for projects

Change the default look for new projects

You can customize the default settings for new projects.

To change the default look for new projects:

- 1 On the **Teacher** menu, click **Save Default Settings**.
- 2 Use the Default Settings Wizard to select the settings that you want.
- 3 When you are finished selecting settings, click **Finish**.

New projects you start will use the settings that you selected.

Share the default look for new projects with another computer

You can share the default look for new documents on your computer with multiple computers.

To share the default settings for new projects with another computer:

- 1 Open the **Kidspiration Activities** folder inside the **Kidspiration** folder on the hard disk of your computer.
- 2 Copy the **Default Settings** file to a network server or floppy disk.
- 3 Copy the **Default Settings** file to the **Kidspiration Activities** folder on the other computer.

Setting Application Options

Turn the Talking Interface on or off

The Talking Interface reads all text in the Kidspiration interface, including all menus and buttons. The Talking Interface is designed for developing readers and writers. If your students are readers, or are familiar with Kidspiration, you may not want the Talking Interface to be available.

To turn the Talking Interface on or off:

- 1 Enable the **Teacher** menu.
- 2 On the **Teacher** menu, click **Application Options**.
- 3 Select or clear the **Talking Interface** check box.

Enable or disable the Listen tool

The Listen tool reads the words in an idea or symbol. You may not want the Listen tool to be available in some cases.

To enable or disable the Listen tool:

- 1 Enable the **Teacher** menu.
- 2 On the **Teacher** menu, click **Application Options**.
- 3 Select or clear the **Listen tool** check box.

Turn sound recording on or off

The Record command lets you record a sound and attach it to a symbol or idea. You may not want students to be able to record sounds in some cases.

To turn sound recording on or off:

- 1 Enable the **Teacher** menu.
- 2 On the **Teacher** menu, click **Application Options**.
- 3 Select or clear the **Record Sounds** check box.

Tip:

Turning off sound recording does not prevent students from playing sounds that have already been recorded. This allows a teacher to record instructions, and then turn off sound recording. Students can click the speaker icon to hear the teacher instructions, but cannot record their own sounds.

Turn animation on or off

Animated symbols can add a new dimension to your diagrams. A number of animated symbols are included in the symbol libraries. One example is the *traffic light* symbol in the Basic Library. You can also create your own animated symbols by inserting animated GIF files into the symbol libraries.

You may not want animation to be activated in some cases. When you turn off animation, only the first frame of the symbol displays.

To turn animation on or off:

- 1 Enable the **Teacher** menu.
- 2 On the **Teacher** menu, click **Application Options**.
- 3 Select or clear the **Animation Enabled** check box.

See Also

“Insert custom symbols and graphics into the symbol libraries” later in this guide.

Show or hide the desktop running behind Kidspiration

Kidspiration includes a “hidden desktop” feature. This hides the computer workspace behind Kidspiration to minimize distractions and prevent students from inadvertently leaving Kidspiration. In some cases, you may want the programs and files on the computer’s desktop to show when Kidspiration is running. For example, it may be helpful to have access to the desktop when adding new symbols to the symbol libraries.

To show or hide the desktop running behind Kidspiration:

- 1 Enable the **Teacher** menu.
- 2 On the **Teacher** menu, click **Application Options**.
- 3 Select or clear the **Hide Desktop** check box.

Turn the spelling checker on or off

In some cases, you may not want students to check their work using the spelling checker.

To turn the spelling checker on or off:

- 1 Enable the **Teacher** menu.
- 2 On the **Teacher** menu, click **Application Options**.
- 3 Select or clear the **Spell Check Enabled** check box.

Turn URL hyperlinks on or off

URL hyperlinks are links to the Internet in a Kidspiration project. When you click a URL hyperlink, your Web browser starts and opens the associated Internet address. You may not want hyperlinks to be active in some cases. For example, it may be helpful to disable hyperlinks when you are editing Internet addresses in a project or when you do not want a project to provide access to the Internet.

To turn URL hyperlinks on or off:

- 1 Enable the **Teacher** menu.
- 2 On the **Teacher** menu, click **Application Options**.
- 3 Select or clear the **Live Hyperlinks** check box.

Automatically format Internet addresses as URL hyperlinks

When you type an Internet address in a Kidspiration project, the address is automatically formatted as an URL hyperlink. In some cases, you may not want an Internet address to be recognized as a hyperlink.

To turn on or off automatic formatting of Internet addresses:

- 1 Enable the **Teacher** menu.
- 2 On the **Teacher** menu, click **Application Options**.
- 3 Select or clear the **URL Hyperlink Auto-detection** check box.

Turn Picture-to-Topic on or off

Picture-to-Topic translates pictorial symbol labels in Picture view to words in Writing view. This setting is designed for developing writers. In some cases, you may not want symbol labels to appear as idea text in Writing view. When Picture-to-Topic is on, a checkmark appears next to the command.

To turn Picture-to-Topic on or off:

- ◆ On the **Teacher** menu, click **Picture-to-Topic**.

Working with the symbol libraries

Teachers have complete control of the Kidspiration symbol libraries. It's easy to add, change, or remove symbols to meet the needs of your classroom. Often you may wish to create a custom symbol library for use with a particular classroom activity that you're creating.

Topics covered in this section include the following:

- ◆ Inserting a symbol or graphic on your diagram into a symbol library
- ◆ Inserting a graphics file into the symbol library
- ◆ Copying and pasting a graphic into a symbol library
- ◆ Copying a symbol from one library to another
- ◆ Deleting a symbol from a library
- ◆ Changing the order of symbols in a library
- ◆ Creating a new symbol category
- ◆ Creating a new symbol library
- ◆ Copying a symbol library
- ◆ Sharing a symbol library with another computer

Insert a symbol or graphic on your diagram into a symbol library

You can insert custom symbols and graphics on your diagram into a symbol library so they are available for use on a regular basis.

To insert a symbol or graphic on your diagram into a symbol library:

- 1 On your diagram, select the symbol or graphic that you want to insert into a symbol library.
- 2 On the Symbol palette, display the library to which you want to add the symbol.

There must be an open slot at the bottom of the library in order to insert the symbol. If there are no open slots in the library, Kidspiration places the symbol in the Custom category.

- 3 Enable the **Teacher** menu.
- 4 On the **Teacher** menu, click **Install User Symbol**.
- 5 Select the size that you want the symbol to be, and then click **OK**.
 - ◆ Select **Standard Symbol Size** to size the symbol equivalent to the other Kidspiration symbols.
—or—
 - ◆ Select **Actual Size** to retain the original size of the graphic.

When your symbol is installed, it appears at the bottom of the Symbol library entries. It's now ready for your use.

See Also

“Create a new Symbol library” later in this guide.

Insert a graphics file into a symbol library

You can insert graphics files into the symbol libraries so the graphics are available as symbols. On the Macintosh, you can insert PICT, JPEG, and GIF files. In Windows, you can insert WMF, BMP, JPEG, and GIF files.

To insert a graphics file into a symbol library:

- 1 Enable the **Teacher** menu.
- 2 On the **Teacher** menu, click **Edit Symbol Libraries**.
The Edit Symbol Libraries dialog box appears.
- 3 On the Library 1 list, select the library to which you want to add the graphic.
There must be an open slot at the bottom of the library in order to add the symbol. If there are no open slots in the library, Kidspiration creates a new library called User 1 under the Custom category. When no slots are available in User 1, Kidspiration creates a User 2 library and so on.
- 4 Click **Import Graphic**.
- 5 Select the graphic you want to install, and then click **Open**.
- 6 Select the size that you want the symbol to be, and then click **OK**.
 - ◆ Select **Standard Symbol Size** to size the symbol equivalent to the other Kidspiration symbols.
—or—
 - ◆ Select **Actual Size** to retain the original size of the graphic.

- 7 In the **Label** box, type a name for the symbol.

When your symbol is installed, it appears in the first available slot in the Symbol library. It's now ready for your use.

Tip:

You also can drag and drop a graphics file into a symbol library. On the Macintosh, you can drag and drop PICT, JPEG and GIF files. In Windows, you can drag and drop WMF, BMP, JPEG and GIF files. On the Symbol palette, display the library to which you want to insert the graphic, and then drag the file to the Symbol palette. If there is no available slot for the graphic, Kidspiration places the graphic in the Custom category as described above. Turn off Hide Desktop in Application Options (click **Application Options** on the **Teacher** menu) before you drag and drop a graphics file.

See Also

“Create a new Symbol library” later in this guide.

Copy and paste a graphic into a symbol library

You can copy and paste graphics from other programs into the symbol libraries so the graphics are available as symbols.

To copy and paste a graphic into a symbol library:

- 1 Copy the graphic.
- 2 In Kidspiration, enable the **Teacher** menu.
- 3 On the **Teacher** menu, click **Edit Symbol Libraries**.
- 4 On the **Library 1** list, select the library to which you want to insert the graphic.

There must be an open slot at the bottom of the library. If there are no open slots, Kidspiration creates a new library called User 1 under the Custom category. When no slots are available in User 1, Kidspiration creates a User 2 library and so on.

- 5 Click **Paste Graphic**.
- 6 Select the size that you want the symbol to be, and then click **OK**.
 - ◆ Select **Standard Symbol Size** to size the symbol equivalent to the other Kidspiration symbols.
—or—
 - ◆ Select **Actual Size** to retain the original size of the graphic.
- 7 In the **Label** box, type a name for the symbol.

When your symbol is installed, it appears in the first available slot in the Symbol library. It's now ready for your use.

See Also

“Create a new Symbol library” later in this guide.

Copy a symbol from one library to another

You can copy symbols from one library to another. The library you copy the symbol to must have an available slot for the symbol. Copying symbols is useful when you want to create a symbol library with symbols that you use frequently.

To copy a symbol from one library to another:

- 1 On the **Teacher** menu, click **Edit Symbol Libraries**.
The Edit Symbol Libraries dialog box appears.
- 2 On the **Library 1** list, select the library that contains the symbol you want to copy.
- 3 On the **Library 2** list, select the library to which you want to copy the symbol.
- 4 Select the symbol you want to copy, and then drag it to the location where you want it in the other library.
A copy of the symbol appears in its new location.
- 5 In the **Label** box, type a name for the symbol.
- 6 Do one of the following:
 - ♦ To apply your changes, click **OK**.
—or—
 - ♦ To cancel your changes, click **Cancel**.

Tip:

You can also change the order of symbols within a library. Drag a symbol to move it to a new location. The other symbols are automatically rearranged.

Delete a symbol from a library

When you delete a symbol from a library, it is no longer available to use in projects.

To delete a symbol from a library:

- 1 On the **Teacher** menu, click **Edit Symbol Libraries**.
The Edit Symbol Libraries dialog box appears.
- 2 On either the **Library 1** or **Library 2** list, select the library that contains the symbol you want to delete.
A symbol can't be deleted if it appears in a project that is open.
- 3 Drag the symbol to the **Trash** icon.
- 4 Do one of the following:
 - ◆ To apply your changes, click **OK**.
—or—
 - ◆ To cancel your changes, click **Cancel**.

Change the order of symbols in a symbol library

You can change the order of symbols in a symbol library.

To change the order of symbols in a library:

- 1 On the **Teacher** menu, click **Edit Symbol Libraries**.
The Edit Symbol Libraries dialog box appears.
- 2 On the other **Library 1** list, select the library for which you want to change the order of the symbols.
- 3 Select a symbol that you want to move, and then drag it to the new location.
The other symbols are automatically rearranged.
- 4 Move as many symbols as you wish.

- 5 Do one of the following:
 - ◆ To apply your changes, click **OK**.
 - or–
 - ◆ To cancel your changes, click **Cancel**.

Create a new symbol category

When you create a new symbol library, it is automatically stored in the Custom category on the Symbol palette unless you specify a different category. You can create your own symbol categories to store the symbol libraries that you create or libraries that you copy.

To create a new symbol category:

- 1 On the File menu, click **Quit** (Macintosh) or **Exit** (Windows).
- 2 Open the **Kidspiration Libraries** folder inside the **Kidspiration** folder.
- 3 Create a new folder inside the Kidspiration Libraries folder.

Name the folder the same name as the category that you want to appear on the Symbol palette. For example, if you want a category called “Student Symbols,” then name the folder “Student Symbols.”

- 4 Start Kidspiration.

The new category appears alphabetically in the list of categories on the Symbol palette. You can now place symbol libraries in the new category.

Create a new symbol library

You can create new symbol libraries for symbols you import, create, or copy from other libraries. For example, you might want to create a new symbol library for the symbols you use frequently or for an activity that you create. You can place a new symbol library under any category on the Symbol palette. If you do not choose a category, the symbol library is automatically stored in the Custom category.

To create a new symbol library:

- 1 Enable the **Teacher** menu.
- 2 On the **Teacher** menu, click **New Symbol Library**.
- 3 In the **Category** list, select the category that you want the new library to appear under on the Symbol palette.
- 4 In the **Library** box, type a name for the new library.

Copy a symbol library

You may want to copy the custom symbol libraries that you create so you can make them available to other computers. Each symbol library is a file with an INL extension that is stored in the **Kidspiration Libraries** folder inside the **Kidspiration** folder.

To copy a symbol library:

- 1 Open the **Kidspiration** folder on your computer.
- 2 Double-click the **Kidspiration Libraries** folder to open it.
- 3 Double-click the folder that contains the symbol library.
The name of the folder is the Category name that the library appears under on the Symbol palette, for example “Custom.”
- 4 Select the symbol library file.
- 5 Copy the file.

Share a symbol library with another computer

You can share a custom symbol library with another computer running Kidspiration by copying the symbol library file to a floppy disk (or network server), and then copying the file to the Kidspiration Libraries folder inside the Kidspiration folder on the other computer.

To share a symbol library with another computer:

- 1 Copy the symbol library file to a floppy disk or network server.
- 2 Insert the floppy disk in the computer or connect to the network server with which you want to share the symbol library.
- 3 On the computer, open the **Kidspiration Libraries** folder inside the **Kidspiration** folder.
- 4 Select the symbol category under which you want the library to appear (for example, “Custom”), and then open the folder.
- 5 Copy the symbol library file from the diskette or network server to the category folder.

Tip:

You can share Inspiration symbol libraries with Kidspiration.

Using Kidspiration projects with other programs

Use a Kidspiration project with another program

You can save Kidspiration projects in a variety of file formats that can be opened in other programs. This process is called “exporting.” To find out which file format you can use with another program, refer to the documentation that came with the program.

In Picture view, you can export a diagram to the following file formats:

- ◆ BMP (Windows)—Saves a diagram in the standard Microsoft® Windows graphic bitmap format (BMP).
- ◆ PICT (Macintosh)—Saves a diagram as a PICT or PICT2 file that can be opened in graphics, presentation, and page layout applications.
- ◆ GIF—Saves a diagram as a 256-color graphic that can be opened in graphics, presentation, and page layout programs or Web pages.
- ◆ JPEG—Saves the diagram as a graphic that can be opened in graphics, presentation, and page layout programs or Web pages.
- ◆ HTML—Saves a diagram as an HTML document, which can be viewed on the World Wide Web. The diagram shrinks so that it fits on a 640-pixel-wide screen. The height is adjusted proportionally. Any hyperlinks in the diagram are included as hyperlinks in the HTML document. This export makes two files: an HTM file and GIF file. Both files need to remain together to view the HTML file in a browser.

In Writing view, you can export a project to the following file formats:

- ◆ Plain Text—Saves a writing project as an unformatted text-only document with outline levels.
- ◆ AppleWorks (RTF)—Saves a writing project as a formatted document that can be opened in AppleWorks.
- ◆ Microsoft Word (RTF)—Saves a writing project as a formatted document that can be opened in Microsoft Word 4.0 and higher. When you open the document in Word, a dialog box may appear, asking if you want to convert the RTF data. Click Yes to open the formatted document.
- ◆ HTML—Saves a writing project as a one-page HTML document, which can be opened by a Web browser. When you save a writing project as a one-page HTML document, the First Idea becomes the title of the HTML document. The title of the page appears in large type at the top of the page. Ideas, sub-ideas and details appear as the body of the document. At the end of the page, a “Back to Top” link appears. When you click “Back to Top,” you return to the top of the page. Any hyperlinks in the writing project are retained in the HTML document.

Export a project

- 1 Open the project.
- 2 On the **File** menu, click **Export**.
- 3 Select the file format to which you want to convert the diagram, and then click **Save**.
- 4 Select the folder where you want to save the file.
- 5 Type a name for the file.

Kidspiration automatically uses your First Idea as the name and assigns the appropriate file extension, but you can change it if you want.

- 6 Click **Save**.

When you export a diagram to HTML, the export makes two files: an HTM file and GIF file. Both files need to remain together to view the HTML file in a browser.

Save a diagram as an HTML document

You can save a diagram as a one-page HTML document, which can be opened by a Web browser.

To save a diagram as an HTML document:

- 1 Open the diagram.
- 2 On the **File** menu, click **Export**.
- 3 Select **HTML**, and then click **Save**.
- 4 Open the folder where you want to save the document.
- 5 Type a name for the document.
- 6 Click **Save**.

When you export a project to HTML in Picture view, the export creates two files: an HTM file and a GIF file. These files must be kept in the same folder. Double-click the HTM file to view the HTML document.

Save a writing project as an HTML document

You can save a project in Writing view as a one-page HTML document, which can be opened by a Web browser.

When you save a writing project as a one-page HTML document, the First Idea becomes the title of the HTML document. The title of the page appears in large type at the top of the page. Ideas, supporting ideas, and notes appear as the body of the document. At the end of the page, a “Back to Top” link appears. When you click “Back to Top,” you return to the top of the page. Any hyperlinks in the outline are retained in the HTML document.

To save a writing project as an HTML document:

- 1 Open the writing project.
- 2 On the **File** menu, click **Export**.
- 3 Select **HTML**, and then click **Save**.
- 4 Select the folder where you want to save the document.
- 5 Type a name for the document.

Kidspiration automatically uses the First Idea as the name and assigns the appropriate file extension. You can change the name of the file if you want.
- 6 Click **Save**.

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